

## New Hire ID Badge Process

For new staff to receive a Centenary University ID, they should follow this process.

- 1) The first step in the process would be to send an e-mail to [residencelife@centenaryuniversity.edu](mailto:residencelife@centenaryuniversity.edu). Within this e-mail, you will either:
  - a. Send a photo that you would like to use for your ID. We would ask that you send a picture with you facing forward and without a face mask or face covering. Please let us know your job title and if you have an office on campus so the Centenary University ID can be programmed correctly.  
*or*
  - b. Request an appointment to come in and have us take your picture for your ID.
- 2) Once we have your e-mail, Residence Life will reach out to schedule an appointment or let you know that your ID is ready to be picked up.
- 3) Our office is located on the 1<sup>st</sup> floor of the Seay building above the Starbucks. Residence Life is open from 8:30am–6:00pm (Monday–Thursday) and 8:30am–4:30pm on Fridays.

Please let us know if we can answer any other questions that you might have about your Centenary ID.

Sincerely,

**Matthew Lavery**

*Director of Residence Life & Community Standards*



Office of Student Life

400 Jefferson Street | Hackettstown NJ 07840

P: 908.852.1400 ext. 2402

E: [laverym01@centenaryuniversity.edu](mailto:laverym01@centenaryuniversity.edu)