



IDENTIFICATION CARD

An employee who is regularly scheduled to work 1,000 hours or more per year is eligible to obtain a Centenary University Identification card (ID card). The ID card is required in order to:

- Enter the Dining Hall for breakfast, lunch or dinner
- Borrow items from the Library
- Receive discounts on books and other items such as cards, clothing, etc., in the Follett Bookstore (located on the lower level of the Seay Building).

The Information Technology Department is responsible for issuing photo ID cards to eligible employees. Once the employee has received his/her ID card, he/she needs to visit the Student Billing Office (lower level, Seay Building) to deposit money onto their Cyclone Card Account in order to use the Dining Hall benefit. Deposits can also be made online at

www.centenaryuniversity.edu/student-life/the-cyclone-card/