Student Life & Leadership

Spartan Pass ID Card – Virtual Process

- 1. PURCHASE your Spartan Pass ID Card on <u>SURF</u> for \$6 per semester.
 - a. SURF>Financial Account>MCC CASHNet Payment>Make a Payment>Student ID
- **2. PREFERRED NAME** Spartan Pass ID Card will use the Preferred Name you have listed in SURF.
 - a. If you update your Preferred Name on the same day you submit your Spartan Pass ID Card request, please add your Preferred Name in the comment section of the form. *See instructions on page 3 of this document on how to update your Preferred Name in SURF.*

3. SUBMIT your request for a Spartan Pass ID Card at MiraCosta.edu/Engage

- a. SURF ID and password are required to log in.
- b. Once logged in, open the menu on the top left of the page, click on <u>FORMS</u> > <u>Spartan Pass/Nursing ID Card Request</u>



4. SELECT to have your card <u>MAILED</u> or <u>PICKED UP</u> in person.

a. If you select mail, your Spartan Pass ID Card will be mailed to the current address on file in SURF.

5. UPLOAD A PICTURE.

- a. Before submitting your picture, please <u>review the picture requirements/guidelines</u> <u>below.</u>
 - i. The student should be centered in the photo and looking straight ahead at the camera.
 - ii. The photo should be framed horizontally from the shoulders to the top of the head.
 - iii. An uncluttered background is preferred.
 - iv. The photo should be in color (black and white images will not be accepted) and in JPEG format.

- v. No hats, sunglasses, costumes, pets, hand gestures, props, filters, or scanned images are allowed.
- 6. **UPLOAD PROOF OF IDENTIFICATION**. Upload one of the acceptable forms or alternatives below:
 - a. Driver's License, State Issued ID, or Passport (expired will be considered)
 - b. Alternative forms that may be submitted for consideration may include but <u>are not</u> <u>limited to</u>:
 - i. High School ID Card
 - ii. High School transcript with picture
 - iii. Costco card with a picture
 - iv. Bank or credit card with a picture
 - v. Photo from yearbook
 - vi. International ID
 - c. Admissions & Records Verifying Student Identity Protocol must provide answers from both sections. Students can write down answers and upload a picture or document.
 - i. Standard 3 questions (1 & 2 are required)
 - 1. What is your last name?
 - 2. What is your date of birth?
 - 3. What is the last 4 of SSN? (exception pseudo SSN assigned)
 - ii. Questions known only to student (at least 2 of the following)
 - 1. What are the last 2 addresses in our system?
 - 2. List either courses enrolled in currently or courses taken last semester.
 - 3. What are the prior schools attended?
 - 4. What is the Email address on file in SURF?
 - 5. What is the telephone number or numbers on file in SURF?
 - 6. What building was/is your [PICK A CLASS FROM CURRENT/FORMER SEMESTER] in?
 - 7. What is/was the name of your instructor for [PICK A CLASS FROM CURRENT/FORMER SEMESTER]?
- 7. UPLOAD RECEIPT/PROOF OF PAYMENT to expedite your request, please attach a copy of your receipt to the request. *You may upload a pdf of a screenshot of your receipt.*
- 8. **QUESTIONS?** Please email <u>SLL@miracosta.edu</u>

HOW TO UPDATE/ADD YOUR PREFERRED NAME

At the <u>SURF</u> home webpage, select the Log In tile.

- Enter your SURF ID and Password on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Profile** tile.



On the left pane select the Personal Details

- Verify your Personal Details.
- To edit your Preferred name, click the **Preferred** row. Edit the respective fields' content and click **Save**.
 - Note: **Preferred Name** is the name that will appear on class rosters and elsewhere in the system where your Primary (legal) name is not required.

HOW TO PRINT A RECEIPT (STUDENTS FEES RECEIPT)

There are a couple of options to print fee receipts:

OPTION 1

At the <u>SURF</u> home webpage, select the Log In tile.

- Enter your SURF ID and Password on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Financial Account** tile.



On the left pane select **Payment History**.

If prompted, select the **Filter** button to select the desire payment history range.

Cancel		Filte	er	Done
	From Date	09/07/2018	×CV	
	To Date	03/07/2019		
		Rese	rt	

Otherwise, your current payment history will display. Select a **payment** item to view its **breakdown**.

Account Balance Due Now 4.00 Currency used is US Datar	Payment Details				4 rows				
La Charges Due	T				î↓.				
	Date Posted	Description	Business Unit	Amount					
	12/06/2018	PAYMENT - Web Credit Card	MiraCosta Community College	1.00	>				
Account Services V	10/18/2018	CCPG (formerly BOG FW) SCW	MiraCosta Community College	4.00	>				
MCC Cashnet Payment	10/18/2018	CCPG (formerly BOG FW)	MiraCosta Community College	184.00	>				
	10/18/2018	MCC Promise Health Fee Waiver	MiraCosta Community College	19.00	>				
	Currency used is US Dolla	ar			_				
Charges Paid on 12/06/2018 by PAYMENT - Web × Credit Card									
Payment Breakdown	Term Applied Payme			nent Amo	ent Amount				
Transcript Fee	Fa	II 2018		1	.00				
Total Payment Amount				1	.00				

Use your browser to print the respective page.

OPTION 2

At the <u>SURF</u> home webpage, select the Log In tile.

- Enter your SURF ID and Password on the MiraCosta Portal Login prompt.
- Select the **Login** button.

At the Student Center screen, select the **Financial Account** tile.



On the left pane select **Account Services > Account Activity**.

- Adjust the "From" and "To" dates
- Select go

Account Balance						
Rayment History	Account Inqui	IV Account Services				
Account Services	Print Receipt	/ Account Activity				
View 1098-T	From 03/	01/2019 🕫 To 09/02/2020	All Terms	- <u>90</u>	3	
Account Activity	Transaction	15		Personalize Find 🕖	First 🚯	1-7 of 7
	Posted Date	Item	Term	Charge	Payment	Refund
	07/11/2019	PAYMENT - Web Credit Card	Fall 2019		141.00	
MCC Cashnet Payment	05/10/2019	Enrollment Fee	Fall 2019	138.00		
	06/10/2019	Student Center Fee	Fall 2019	3.00		
	05/24/2019	Enrollment Fee	Fall 2019	184.00		
	05/24/2019	Health Fee	Fall 2019	19.00		
	05/24/2019	Student Center Fee	Fall 2019	4.00		
	05/04/0010	DAVANCALT, Mich County Count	Cummer 2010		207.00	

Use your browser to print the respective page.