

# Identification Cards

## Overview

Pepperdine University issues all students, faculty, and staff an identification (ID) card when their association with Pepperdine begins. Everyone must carry their Pepperdine ID card at all times. Student ID cards are valid for seven years. ID cards for faculty and staff are void upon termination of employment. All void ID cards should be returned to the University.

## Get Your ID Card

### Step 1: Submit or Take Your ID Card Photo

The easiest way to start the ID card process is to [Submit Your ID Card Selfie](#). In addition to the selfie process, some new student orientation events will offer dedicated stations to take your ID card photo.

### Step 2: Receive Your ID Card

Most students receive ID cards during New Student Orientation (NSO) or at OneStop at the Malibu campus in the Thornton Administrative Center (TAC). The Human Resources department issues faculty and staff ID cards at the time of hire. The first ID card is free. Should a card become damaged, return it to OneStop (students) or the Human Resources department (faculty and staff); and get a new card free of charge. If a card is lost or stolen, there is a \$15 fee for a replacement card. For a replacement card, students should visit OneStop, and faculty and staff should visit the Human Resources department at the Malibu campus in Thornton Administrative Center (TAC). For faculty, staff, or students at the West Los Angeles or Irvine graduate campuses, they may see the Tech Central support desk.

## Benefits and Uses of Pepperdine ID Cards

### Students

### Faculty And Staff

## Support

Please report all ID card problems to Pepperdine [IT Tech Central](#) at 310.506.4357 (HELP).

## ID Card Security

Pepperdine University offices verify the identity of students, faculty, and staff prior to issuing an ID card. Each ID card also includes the card owner's photo and a Campus-wide Identification (CWID) number to match the card with the user.

## Requesting a Change in Card Access

Students should contact Housing & Resident Life at 310.506.7586 to report any problems with dorm room access. Departmental Office Managers should contact the University Access Control Manager via email at [michael.landis@pepperdine.edu](mailto:michael.landis@pepperdine.edu) to request changes to building card access for faculty and staff; and contact Public Safety Parking via email at [parking@pepperdine.edu](mailto:parking@pepperdine.edu) for parking lot access changes.

## Requesting a Refund

To process a refund from your Pepperdine ID card (Waves Cash Global) account, fill out a [Reimbursement Request Form](#). Students must submit a request online, receive notification of availability, and once approved by IT Admin., an appointment with the student will be scheduled to pick up the funds:

Any refund of **under \$300** will be a cash refund disbursed through the University Cashier's Office on the Malibu campus.

A refund of **more than \$300** will be issued via check that Students will receive in 2-3 weeks.

PLEASE NOTE: points/money on a Pepperdine ID card DO EXPIRE, see the [Waves Cash Web Deposit FAQ](#).

## Tech Central

Phone: **310.506.4357** (HELP)

Hours: 24 hours a day, 7 days a week, 365 days a year

[Technology Service Request Forms](#)

## Have A Suggestion for IT?

IT SUGGESTION BOX

Click to share your suggestion, anonymously if preferred, to improve Pepperdine IT.