# 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.

- 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. License, State Issued ID, or Passport (expired will be considered)
  - b. Alternative forms that may be submi72 reF3 12 Tf4/F3 12 3dWhBT/F6 125 T4(0)2 0612 72 reWh

#### 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 respe 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.



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

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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**.

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