Student Life & Leadership

Spartan Pass ID Card   Virtual Process

1. **PURCHASE your Spartan Pass ID Card on SURF 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 FORMS > Spartan Pass/Nursing ID Card Request

4. **SELECT to have your card MAILED or PICKED UP 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 3dW*nBT/F6 125 T4092 0612 72 reW*n

<mark>HOW TO UPDATE/ADD YOUR PREFERRED NAME</mark>

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.
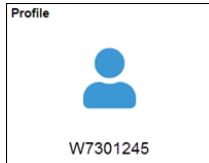
On the left pane select the Personal Details

> Verify your Personal Details.
> To edit your Preferred name, click the **Preferred** row. Edit the respe
> and click **Save**.
> - o 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.
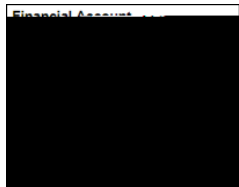
<mark>HOW TO PRINT A RECEIPT (STUDENTS FEES RECEIPT)</mark>

There are a couple of options to print fee receipts:

<mark>OPTION 1</mark>

At the <u>SURF</u> home webpage, select the **Log In** tile.
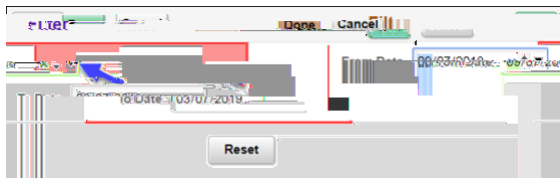
> Enter your **SURF ID** and **Password** on the MiraCosta Portal Login prompt.
> Select the **Login** button.

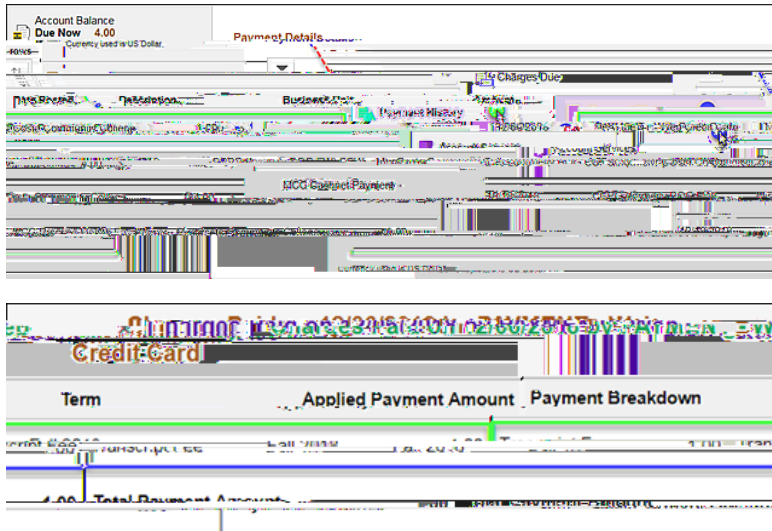At the Student Center screen, select the **Financial Account** tile.

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

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

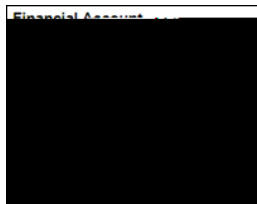Otherwise, your current payment history will display. Select a **payment** item to view its **breakdown.**
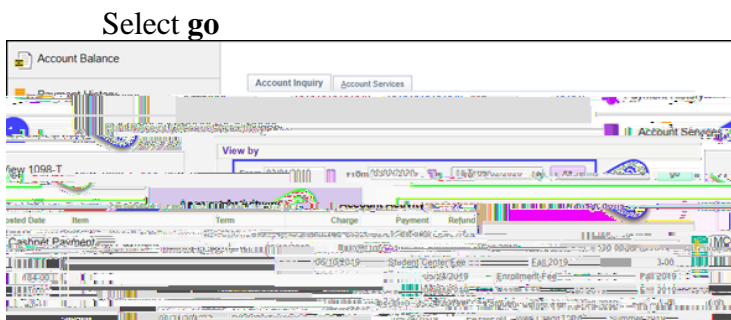

Use your browser to print the respective page.

At the SURF 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**.

> Select **go**

Use your browser to print the respective page.