

Student IDs

Students need IDs to

- check out Chromebooks in the library
- check out books and other materials in the library
- reserve library study rooms

If you plan to take your students on a field trip to Student Life to get IDs, follow these steps:

1. Email Student Life at least 24 hours in advance to let them know you're coming (studentlife@elgin.edu).
 - Include your AccessECC roster. This will save time.
 - The person in charge is Charo Buck (cbuck@elgin.edu). You could CC her in your email.
2. Print out your roster and bring it when your class visits Student Life--just in case.
3. Students will also need to bring a photo ID.
4. If students go to Student Life on their own, they'll need:
 - Their AccessECC schedule. They can print this out in a classroom or at home.
 - If they can't print out their schedule, they can get one at First Stop before they go to Student Life.
 - Photo ID

Notes:

1. A field trip to both the library and Student Life works well.

2. Make an appointment for a library field trip in advance by filling out this form:
<https://elgin.libwizard.com/f/Library-Instruction-Request-Form>
3. Students can also pick up a Chromebook in the same visit (after they activate their student IDs to work as library cards--by filling out a form that the librarian will give them).
- 4.