Affiliate Package for JMU CSD Preceptors/Supervisors

In order to process this affiliation, we will need to create a JMU email address for you and then issue you a JMU Access Card (JACard). This affiliation will be good for as long as you provide supervision for our SLP or AuD graduate students. When you return the Affiliate Package information, please indicate if it is a renewal. *If you have any questions please contact Autumn Smith (smit47ca@jmu.edu or csd_clinical@jmu.edu)*

How to obtain a JMU email address:

1) Submit the following information to CSD_Clinical@jmu.edu
   - o Last Name
   - o First Name
   - o Middle Initial
   - o Home Address
   - o City, State, Zip Code
   - o SSN (you can email it to Theresa Jennings (jennintl@jmu.edu) at Professional and Continuing Education or call her at 540-568-2990 if you are not comfortable sending it electronically)
   - o Date of Birth (mm/dd/yyyy)
   - o Gender
   - o Pin # (affiliate will create their own random four digit PIN number to use to activate eID, if one is not provided, Theresa Jennings will issue a number)
   - o Email Address (NON JMU email)
   - o Home phone/Cell phone
   - o Time Frame for Affiliate Status: *Indicate the Semester you will supervise*
2) Your new JMU email address (JMU eID) will be sent to your non-JMU email address.
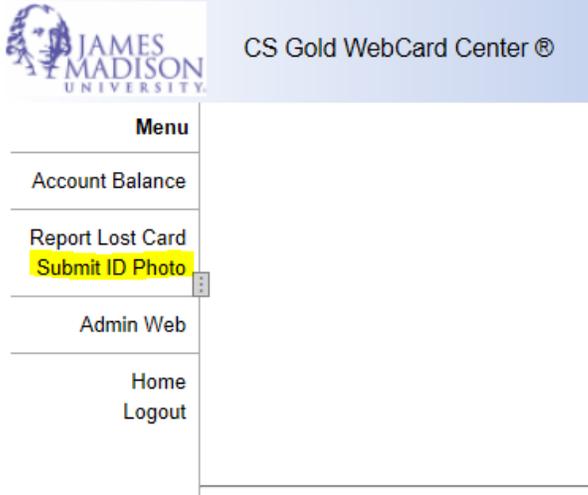
How to obtain a JACard:

Option 1)

Go to Card Services located on the second floor of the Student Success Center (M-F, 8am-5pm). Bring an official ID (driver's license, military ID, passport, etc.). You must be a current registered affiliate of the university in order to obtain a JAC card. You may call 540-568-6446 in advance to verify you are in our system.

Option 2)

Upload a headshot to our web page by logging in to https://cardweb1.jmu.edu (using your eID/password) and clicking on "Submit ID Photo"

CS Gold WebCard Center ®

Menu

Account Balance

Report Lost Card
<mark>Submit ID Photo</mark>

Admin Web

Home
Logout

You will also need to send a picture of your driver's license to the Systems Administrator in Card Services at cardtechs@jmu.edu so they can attach it to your record. After that, your JACard will be printed and mailed to the home address of record.

Once you receive your JACard, you will have access to JMU libraries and JMU UREC.

Accessing JMU Libraries: http://www.lib.jmu.edu/

Accessing JMU UREC: https://www.jmu.edu/recreation/index.shtml

**You will need your JACard to enter and exit the UREC facility.