



District Photo ID Card

All Enid Public Schools employees must have a District Photo ID Card. To have your ID Card made, please go to the **Information Technology Office (IT Office)** during the hours of 8 a.m. to 4 p.m. Monday-Friday. Please allow 3-4 business days after you have completed all your paperwork with the HR Department before you visit the IT Office. They are located in the brown building next to the Administrative Services Center, 500 S. Independence.

ID Cards should be visibly worn at all times while in EPS buildings. This card not only serves as proof of identification, it contains a chip that can also be used as a passkey to access district printers, clock in using VeriTime, and grant you access into your work buildings (based on your specific position with the district). Additionally, your ID Card will grant you free admission into all EPS athletic events—including free admission for your spouse, dependent children, and one guest.

Please take good care of your ID Card and be sure to keep it in a secure location when not in use. Upon leaving the district you are required to return your ID Card to your school administrator as part of your exit interview. *Please note: There will be a \$10 charge for any lost/replacement/unreturned ID Card.*