

## VOLUNTEER/AFFILIATE/GUEST Cal 1 ID PROCESS

1. Bring approved request to ERSO HR Operations (signed by PI/Faculty, with complete chartstring authorized by Research Support Officer)
2. Complete "Volunteer" Paperwork in ERSO HR Operations (199M Cory Hall)
  - a. You will be required to sign the Patent Agreement
3. ERSO HR Operations will enter your information into the University System. You will be issued an ID # in approximately 24 hours, which will be confirmed by email.
4. To obtain your Cal 1 Card you will be required to present two of the following forms of Identification at the Cal1 Office:
  - Government-issued identification card (i.e. driver's license or passport)
  - Student ID
  - Employee ID #

***The Cal 1 Card Office is located at 212 Sproul Hall.***

***You must pick up your Cal 1 Card. It cannot be mailed to you.***

***The office is open Monday through Friday 9:00 am to 4:30 pm.***

