

How to update your LuteCard with your chosen name and pronouns:

STEP 1: Before requesting a new LuteCard with your chosen name and pronouns, you MUST first update this information in Banner Self-Service.

STEP 2: After updating your name and pronouns in Banner Self-Service, you can request a new Lutecard by going to: <https://www.plu.edu/lutecard/protected/replacement-lutecard/>.

STEP 3: Enter your name, PLU ID Number, and PLU Epass email.

Request Your Replacement LuteCard

Name*

First Name Last Name

PLU ID Number*

Requests can only be processed with accurate PLU ID submitted

PLU ePass Email*

STEP 4: You are now given 4 options for the type of replacement card you are asking for. Select the 4th option, as highlighted below, and hit “submit form”. This service is free of charge!

Choose One – any choice will deactivate your current card: *

Student: I am requesting my current LuteCard be marked as Lost and replaced. I authorize my student account to be charged \$35.00 for the replacement card.

Employee: I am a PLU employee. I agree to pay \$35.00 for a replacement ID if my current ID was issued less than five years ago. I understand I will be contacted by the LuteCard Office to make payment arrangements.

Returning Student: I have not been enrolled in a PLU class for at least one semester and am returning this semester.

I am requesting a new card that includes my Personal Pronoun (Free with active card trade-in) (This information can be submitted in Banner Self Service/Personal Information).

Your card can be picked up in the Anderson University Center room 280 by the next business day. We will email you as soon as it's ready.

STEP 5: That's it! Your card can be picked up in the Anderson University Center Room 280 by the next business day. You will receive an email as soon as it is ready!