Because of COVID-19 there will be changes in Card Office operations.

Students/Staff/Faculty who have never had a Blue Chip Card before may obtain their Blue Chip ID card by uploading a photo of themselves, from the shoulders up, in jpeg format at photoid.ccsu.edu. Then at https://outlook.office365.com/owa/calendar/CardOffice1@my.ccsu.edu/bookings/ schedule a time to confirm their identity and have their Blue Chip Card printed and mailed to them. If you need to pick it up at the Card Office, see below on how to schedule an appointment.

Students/Staff/Faculty who need a Blue Chip Card reprinted should E-Mail the request to cardoffice@ccsu.edu from your CCSU E-Mail address making sure to include a message that you need a card reprint for what reason, your Banner ID, First and Last name, phone number you can be reached at and address the card should be mailed to. If you wish to pick it up see the instruction below on scheduling an appointment at the Card Office.

For Parking stickers, you can download a parking form from https://www.ccsu.edu/parking print it, fill it out, sign it, and then scan it to a pdf with their phone, and email it to cardoffice@ccsu.edu. They will then schedule a meeting in MS Bookings (see above) so we can see their Blue Chip ID. We will then mail out the sticker once we have received the form.

For U-Passes (students taking at least one class on campus) send an E-Mail to cardoffice@ccsu.edu from your CCSU E-Mail address with a message stating your request, your Banner ID, first and last name and the address you want the U-Pass mailed to. Then at https://outlook.office365.com/owa/calendar/CardOffice1@my.ccsu.edu/bookings schedule a time so we may check your Blue Chip card.

Scheduling an appointment to come into the Card Office: Because of COVID19 we are limiting access to the office and tracking who comes to the office, so you will need to schedule an appointment. You can do this by calling our office at 860-832-2140. We will be booking appointments between 8:30 – 3:30. The dates that are available for appointments are:

From 8/10 to 8/20 the Card Office Tuesdays and Thursdays.
From 8/24 to 9/13 the Card Office Monday thru Thursday.
From 9/14 on the Card Office Tuesdays and Thursdays.

This option is the better choice if you need the card replaced right now. Only the person in need of a Card Office service will be allowed into the office. Only one person at a time will be allowed into the office. Wearing a mask is required to enter the building and the Card Office.