

## MGH Photo ID Options

- 1. The Photo ID office is located on Wang 232, hours of operations are 7:15 am to 4:00 pm, Monday through Friday. It is not possible to schedule appointments in advance. IDs are printed on a first-come come first first-served basis.
- 2. On June 16<sup>th</sup> there will be an additional Photo ID station in the Yawkey building in room 2-210. Trainees can also go to the Wang building room 232. No appointments are scheduled.
- 3. On July 1<sup>st</sup> there will be an additional Photo ID station (location area **TBD**). Trainees can also go to the Wang building room 232. No appointments are scheduled.
- 4. Submitting photos via email is not an option.
- \*\*\* PCs need to check and confirm that trainees are listed in Workday with their full correct name, and they are listed in the department for which they are starting in. If either of these instances is not true, please reach out to HR (list of contacts). \*\*\*