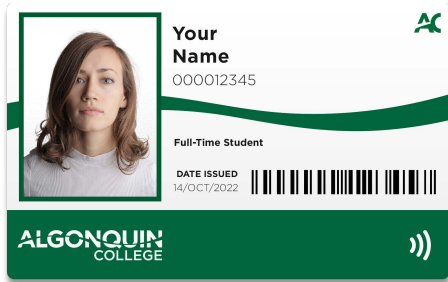


# AC | Card Services (Pembroke Campus)



**For Pembroke Campus students & employees  
your AC Card is the only card you need at the  
Pembroke Campus!**

## **HOW TO GET YOUR AC STUDENT CARD**

Login to ACSIS to obtain your network username & password.

### **APPLY**

Using your network credentials, apply online at <https://acphoto.algonquincollege.com> or scan the QR Code to upload your photo.



Be sure select Pembroke Campus



When your photo is approved you will receive an email from Algonquin College in Ottawa saying it was approved. At this point Pembroke Campus will be prompted to print your card.

When your AC Card is printed, you will receive an email on your Algonquin College email account with instructions on how to pick up your card at the Pembroke Campus.

## **PROBLEM WITH APPLYING or UPLOADING?**

Contact Algonquin College Card Services at [photoid@algonquincollege.com](mailto:photoid@algonquincollege.com). Be sure to include your name and student number.

## **HAVE NOT RECEIVED YOUR CARD?**

Have you received an email from Ottawa saying your photo is approved but have not received your card? Contact Card Services at the Pembroke Campus at 613-735-4700 ext 2755.

There is no need to go to Ottawa to pick up your card, we can print it right here at the Pembroke Campus.

## **NEED A REPLACEMENT CARD?**

Contact the Fees Clerk (Room 131) at [braschm@algonquincollege.com](mailto:braschm@algonquincollege.com) to pay the \$25.00 replacement fee.

## **WHY DO YOU NEED AN AC CARD?**

Your AC card is more than just a student ID Card. It can be used for:

### **Access**

Gain access to offices, labs & rooms, the Fitness Zone, campus printers, campus events and purchasing of some event tickets.

### **Copy & Print**

With an AC Card the Algonquin Students Association (Room 100) offers the following services: free faxing, scanning, report and resume printing.

### **Identification**

To identify yourself as a student on campus for: student support services, Students' Association events & The Fitness Zone, exam identification & security services, health services, the Registrar's Office & more!

### **Food Services**

No need to carry cash, use your AC Card to pay at the Pembroke Campus Food Services.

### **Shop & Pay**

Use your AC Card to pay at campus printers & for peer tutoring.

### **Borrow**

Use your AC Card to borrow books and equipment, reserve rooms & more.

## **WHAT IS "AC CASH"?**

Your AC Card has two accounts: a Meal Plan Account and an AC Cash Account.



Pembroke Campus uses only AC Cash Account

AC Cash is the account on your AC Card where you can load money and then spend on campus, wherever AC Cash is accepted. No service or transaction fees are charged using AC Cash on campus.

## **HOW TO LOAD MONEY AND MANAGE YOUR AC CASH ACCOUNT**

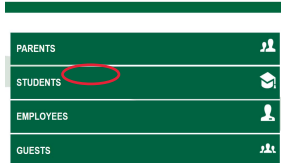
Add money to your card 24/7 online at [algonquincollege.com/accard](http://algonquincollege.com/accard), or at our self-serve kiosk located beside the entrance to the library in Pembroke, or simply scan the QR code.



ALGONQUIN COLLEGE

AC CASH ACCOUNT  
Welcome to AC Cash Online Portal

Your parent/guardian can add money to your account online using your student number. They just need to choose "Parents" in the login box.



**WHERE TO FIND US**  
Algonquin College Card Services  
Pembroke Campus  
Phone: 613-735-4700 x 2755  
<https://www.algonquincollege.com/card-services/getting-your-card/students-pembroke/>