

## **Instructions for OLLI Members Obtaining Your George Mason “G number”, Photo ID Card and Activating your Patriot Pass Account (Mason email)**

In order to take advantage of University Privileges with George Mason, OLLI members must obtain a “G #” and photo ID card.

- Complete the Application for George Mason University Affiliate “G Number” and Photo ID. The application must be completed in its entirety, including Social Security number – George Mason will not process an Affiliate Identification without a Social Security number.
- Send or drop off your completed form to the OLLI office at Tallwood, 4210 Roberts Road, Fairfax, VA 22032.
- We will mail you your G number and George Mason email address when we have received them from the university. *Follow the directions to obtain your GMU Photo ID card below based on your location.*

### **For Members Who Live Near Fairfax**

- Take your G# and a photo ID to the George Mason Photo ID office located in Student Union Building (SUB) I on the Fairfax campus, basement room 1203.
- It is best to park in the Mason Pond Parking Deck and walk the short distance to SUB I.
- The Photo ID office will take your picture and provide you with a Mason ID card.

### **For Members Who Live Near Loudoun**

- Take your G# to the Loudoun location at 21200 Campus Drive, Sterling, VA 20164.
- Photos will be taken by George Mason University operations staff between 8:30am – 4:00pm, Monday through Friday at the front desk in Suite 130 of the new facility. You must bring your G number with you as photos cannot be taken without your G number.
- You will be notified when your ID is ready for pickup at the Loudoun location.

### **Activating your Patriot Pass Account (Mason email)**

- In your internet browser type: `password.gmu.edu`
- Select Option 1 to activate your Patriot Pass account.
- Enter your G# and your claim code (see below).
- NOTE: The default claim code is your six-digit date of birth in the MMDDYY format.
- If you have questions, you may call the Mason IT department at: 703-993-8870.