



Replacing Your UT ID

Step 1: File a police report with UTPD (512-471-4441) or local police department if off campus

This protects your identity and makes an official notice of your missing forms of identification, credit cards, and debit cards. You should do this regardless of whether it was stolen or just lost. This report also has the potential to help you later on in the process.

Step 2: Deactivate your UT ID

Go to <https://utdirect.utexas.edu/idcenter/lostid/lostid.WBX>. Using your UT EID and your individual password, log in to deactivate your UT ID. If your UT ID is found, it can be reactivated at the ID Center.

Step 3: Access your virtual UT ID

Go to <https://id.utexas.edu/>. Using your UT EID and your individual password, log in to access your Virtual UT ID. This will be accepted:

- When taking a test or picking up a test.
- When utilizing services like Rec Sports and the Flawn Academic Center.

If you do not have a smart phone/tablet/laptop, please print out a color copy of your Virtual UT ID.

Step 4: Are you in on-campus housing? (If your answer is “no,” skip to Step 5)

You can utilize your Virtual UT ID to get a temporary access card for your residence hall. Go to the front desk of your residence hall to report your lost or stolen ID.

Step 5: Do you have Bevo Bucks? (If your answer is “no,” skip to Step 6)

You can contact the Division of Housing and Food Services (DHFS) at 512-471-6318 to freeze your Bevo Bucks account. This way no one can use your Bevo Bucks while you are in the process of getting a replacement. Contact Student Emergency Services at 512-471-5017 if Bevo Bucks was your only means of purchasing food and necessities.

Step 6: Begin taking steps to attain a new UT ID

You can get a new UT ID at the ID Center using any photo ID (e.g. driver’s license, passport, green card, state-issued ID card). The ID Center (<http://www.utexas.edu/its/idcenter/>) is located in the Flawn Academic Center (FAC).

TEXAS RESIDENTS: You can go to any DPS Center to get a temporary Texas Drivers License made. Visit <https://www.txdps.state.tx.us/DriverLicense/replace.htm> for documents needed.

OUT OF STATE RESIDENTS: Go to your state’s transportation website to obtain a temporary replacement ID.

Step 7: Protect your identity...and money

It is important to cancel all credit and debit cards or other cards that may have been in your wallet or purse. The Federal Trade Commission provides information regarding how to protect yourself. For more information, visit <http://www.consumer.ftc.gov/articles/0213-lost-or-stolen-credit-atm-and-debit-cards>.

Step 8: If you are an undocumented student or are otherwise unable to get a new state-issued ID

Schedule an appointment with a Student Emergency Services coordinator by calling 512-471-5017. You will need to bring a copy of your police report and any other documentation that illustrates your specific difficulty.