

## **Process for obtaining Saint Francis Medical Center College of Nursing**

### **ID badges by Graduate and RN-BSN students**

Upon completion of your application and acceptance into the college, the following process must be completed one week prior to class in order to receive your ID badge:

1. Human resources (HR) will have a list of new students for that specific semester.
2. If you live 50 miles + off the campus you have to email your picture to HR so they can match a name on the list and make a badge for you.

The photo background needs to be a plain dark back ground, preferably a dark royal blue and should be a head shot including the upper shoulders. You can use passport services or use your cellphone).

3. Email your picture to [Peoria.HR.Frontdesk@osfhealthcare.org](mailto:Peoria.HR.Frontdesk@osfhealthcare.org)
4. College will then mail your badge to your home address on our records (one week process).

You are expected to go to HR and get your picture ID completed before your classes start. Don't delay it until last minute and urgent need arises for your participation in clinical/practicum courses.

HR is located at the new OSF Healthcare Headquarters downtown Peoria at:

**124 SW Adams, Peoria.**

They are open Mon-Fri 8:00am – 4:00pm.

**[Peoria.HR.frontdesk@osfhealthcare.org](mailto:Peoria.HR.frontdesk@osfhealthcare.org)**

**Phone 309-655-2301**

*All clinical/practicum courses require a student ID badge be worn visibly on the chest whenever you are in the student role, regardless of institution. This is in compliance with the College of Nursing policy.*