How to Submit Replacement ID Badge Requests

Log on to LCPS Go and click on Support Center

Click on Service Catalog

In the Search field, enter “Replacement Badge Request,” and
Click on the Replacement Badge Request tile

On the pop up window click “Request”
Your information will automatically appear in the Request Details form.

Update the information for your request. Use the drop down lists to view acceptable entries.

Enter:
- Badge Type
- Employee Name
- Position Title
- Work Location
- Reason for Replacement
- Manager's Name
- Additional Comments (if any).

Click the “Review and Submit” button.

The screen will display the information you entered. Review that the information is correct, then click the “Submit” button.