Name Badge Ordering Instructions

Field Supervisor Name Badges

New field supervisors should contact jenny.carney@austin.utexas.edu to request a badge. Education Services orders name badges for new field supervisors; however, anyone needing to order a replacement badge is responsible for the cost and will need to order directly through UT’s Document Solutions according to the ordering instructions below.

Preservice Teacher Name Badges

Name badges are to be ordered directly through UT’s Document Solutions according to the ordering instructions in section below.

Badges are $12 and the burnt orange badges are $16 (recommended). No shipping fees if delivered on campus. For any questions on the delivery options and/or shipping fees for off-campus deliveries, please contact Document Solutions at (512) 232-2438.

Ordering Instructions

Document Solutions Website: https://documentsolutions.utexas.edu/printing/name-badges

From the Name Badges and Desk Plates webpage, select “Order Name Badges Now” located under the Name Badges section. You’ll want to include the following information on the badge:

- Name
- Title: Preservice Teacher or Student Teacher
- Department Name: College of Education

On-campus orders can be picked up at:

Copy Services main office, Social Work Building
SSW G-14, 1925 San Jacinto Blvd, Austin, TX 78712-1059

*Store hours are 8:00 to 5:00, Monday – Friday*

Document Solutions (512) 232-2438

If you are unable to get your questions answered at Document Solutions, please contact jenny.carney@austin.utexas.edu in the College of Education, Field Experiences department.