



# EMPLOYEE BADGE PROCESS

## Step 1: Fill Out Forms

*Fill out required documents and forms for the badge type needed.*

## Step 2: Schedule an Appointment

*Schedule an appointment to turn in the required applications and forms.*

## Step 3: Complete Training

*Complete training required for badge type needed. See details for each badge type below.*

## Step 4: Pick Up Badge

*Once your training is completed, you are now ready to pick up your airport badge.*

Visit [FlyMSY.com/Airport-Badging](http://FlyMSY.com/Airport-Badging) for more information including forms and fees.

**CREDIT/DEBIT CARDS ONLY.**  
***Cash is not accepted.***

- Park in the Economy Garage located at 900 Airline Drive, Kenner, LA.
- Once parked, please take the elevators in the Economy Parking Garage to the 4th floor where there is a crossover walkway (on the west side) to get to the Employee Parking Garage.
- The entry to the South Campus Facilities is through the west sky bridge linking the Employee Parking Garage to the South Campus Facilities located at Zone 4 B/C of the Garage adjacent to the Garage's west elevator bank.
- Once you enter the South Campus Facilities, check in with the security guard and proceed to the Security Office (Room 341).

