

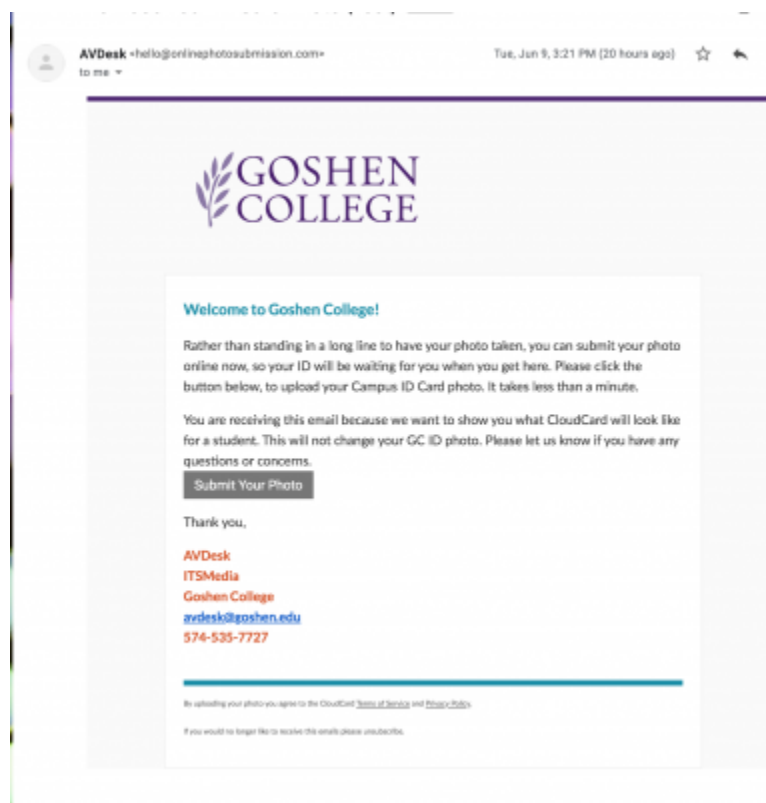
## Online ID Card Photo Submission

Incoming students at Goshen College may receive an email to their goshen.edu address inviting them to submit a photo for their ID card. Students who do not submit an early photo will have their photo taken during the check-in process, or can visit the ITSMedia Service Desk during open hours.

- **How to Submit Your Photo**

1. Click on the email link sent to you asking you to provide a photo for your ID.
2. Click on the "Upload your photo" link below
3. Take a photo using your device or upload an existing photo (must be .jpeg, .png., or .gif file)
4. Crop or rotate the image to meet requirements
5. Preview and submit a photo
6. You will be notified via email if your photo was accepted or rejected

Your invitation to submit a photo will be from **AV Desk (hello@onlinephotosubmission.com)**. While the email is not sent from the *goshen.edu* domain, this email is legitimate!



- Click on the gray “Submit Your Photo” box. This will pull up a Goshen College Terms and Conditions page. You can copy and paste the Goshen College link in another browser to view the terms and conditions, as well as examples of acceptable and unacceptable photo submissions. After you have read the terms and conditions, click the purple box to accept and continue.



### Terms & Conditions

Please carefully read and accept the following terms and conditions to use Online Photo Submission.

<https://www.goshen.edu/itsmedia/walk-in/id-card-services/>

By clicking the button below, you also agree to follow the CloudCard [Terms of Service](#) and [Privacy Policy](#).

I accept the terms and conditions

- Upload your photo! Your view will look slightly different depending on whether you are viewing from a laptop or phone browser. You may choose to either take a photo with your phone, or upload an existing photo on your device.



[stu\\_media@goshen.edu](mailto:stu_media@goshen.edu)  
[Sign Out](#)

## Take or upload your ID photo.

### Photo Requirements

- ▶ Should be cropped slightly above head to middle of chest
- ▶ Should be taken against a plain, light background
- ▶ Must be a color photo
- ▶ Must not include sunglasses or hat
- ▶ Must be positioned directly facing the camera
- ▶ Eyes should be open and looking at the camera



Click here to upload your photo

.jpg

.png

.gif

- **Online Photo Submission acceptable photos**

- Recent color photo
- Must be taken against a plain, light background
- Bright, even lighting
- Centered, frontal view of the full face – no profile
- Must be positioned directly facing the camera
- Eyes open and visible looking at the camera (wear prescription glasses if you normally do so)

- **Acceptable Photo Example:**





- **Unacceptable Photos**

- Hats, sunglasses or other items that obscure your face
- Glare on glasses
- Shadows on face
- Other visible people or objects in the photo
- Inappropriate expressions or gestures
- Photos of photos
- Filters and busy backgrounds

- **Unacceptable Photo Examples:**



- When you upload your photo, the online software will automatically rotate and crop your photo. You may also receive suggestions and feedback from a software-based bot that will advise on how

<p>You're Done!</p> <p>PENDING APPROVAL</p>  <p>Your photo looks great. We'll send you an email if we need anything else.</p> <p>CHANGE PHOTO</p> <p>SUBMIT &amp; SIGN OUT</p>	<p>PENDING APPROVAL</p>  <p>This photo may not work well for an ID card. Please double check the photo requirements before submitting this photo.</p> <p>CHANGE PHOTO</p>
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acceptable your photo may be for this purpose. If your photo has a red or orange header, it likely means that there are some potential issues and that the photo should be retaken.

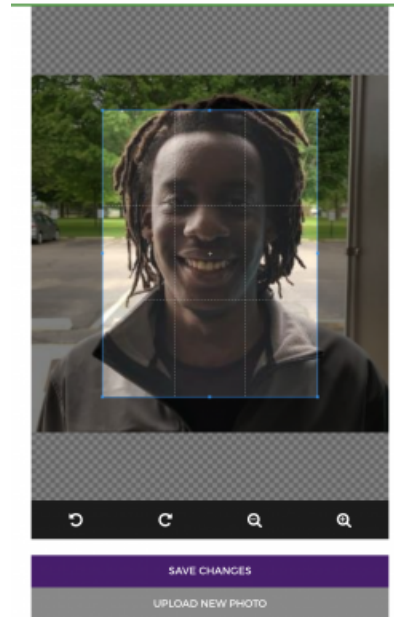
- You may also edit your photo yourself if for some reason the bot doesn't auto-rotate or auto-crop it.

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Take or upload your ID photo.



You may also [edit your existing photo.](#)



- You're Done! Congratulations! Pending further instructions, your ID card can be picked up at the ITSMedia Service Desk in the Union Building.
- Note: Once you upload an ID photo you cannot upload another one until your photo is denied or you request to take a new photo. The link will become inactive if you click on it again in your email. Contact [avdesk@goshen.edu](mailto:avdesk@goshen.edu) if you need a new link, or stop by the ITSMedia Service Desk in the Union Building to have your photo retaken.