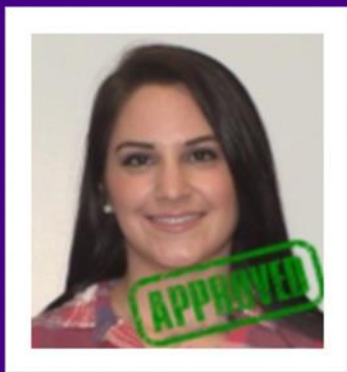


How to Submit your JACard Photo to James Madison University

Follow these guidelines to submit an acceptable photo:

- Your photo must clearly identify **YOU** – Your entire head and shoulders must be visible, with space between your head and the top of the photo
- JPEG format
- In color and have a solid white background
- Taken within the last six months
- Be face forward, looking directly into the camera
- Show only you in the photo
- Pixel size must be larger than 120 x 90 and file size must be between 15 KB and 1 MB



Your JACard is the official identification card for James Madison University



All students, faculty and staff are required to carry their JACard on campus. It provides you with access to residence halls, libraries, buses and meal plans.

To learn more, visit www.jmu.edu/cardctr

Your photo MUST NOT have:

- Items touching face such as props or hands making gestures
- Glares or reflections, especially from glasses
- Jewelry or garments obstructing view of face
- Hats or sunglasses

No hats

Solid white background required

No side profiles

No angled selfies



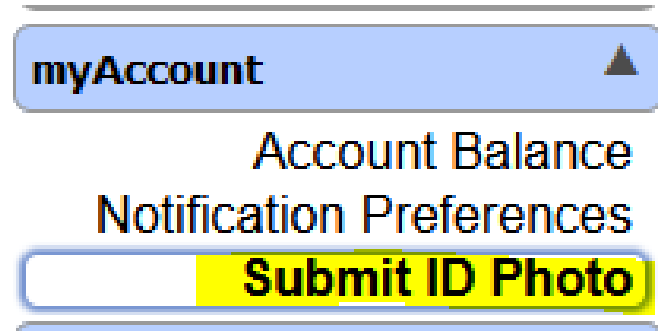
How to Submit Your Photo:

1. Login at <https://cardweb1.jmu.edu> using your eID and password



A screenshot of a web login form. At the top, the word "Login" is centered in a bold, black font. Below it, there are two input fields: "Username:" with the text "madisodp" and "Password:" with a series of dots. To the right of the password field is a "Submit" button.

2. Click Submit ID Photo



A screenshot of a user account menu. The menu is titled "myAccount" in a blue bar. Below the title, there are three options: "Account Balance", "Notification Preferences", and "Submit ID Photo". The "Submit ID Photo" option is highlighted with a yellow background.

3. Upload government approved photo ID –
THIS IS REQUIRED FOR PHOTO UPLOAD

Upload Identification

Please also provide an image of your drivers license, passport, or other government issued photo ID.

Upload ID

4. Upload a photo that follows the guidelines listed

Upload a New Photo

Select a photo you would like to submit for approval, or [view your pictures](#).

Your photo will not be approved until you have also provided valid identification.

Upload Photo

5. Submit photo for approval



Submit this photo for approval?

Submit



REMINDERS:

Submitted images will only be used for identification purposes.

Card Services reserves the right to refuse any image that does not adhere to the standards.

You must upload a valid government issued photo ID for identity verification. You must show valid government ID to receive your JACard.

This can include:

- Passport
- Driver's license
- Military ID

Your JACard follows U.S. Passport image guidelines as outlined by the U.S. Department of State.

Visit www.state.gov for more information.

**Card Services
Student Success Center
738 S. Mason St.
Harrisonburg, VA 22807
Phone: (540) 568-6446
www.jmu.edu/cardctr**