Submitting your JACard Photo to James Madison University

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.

Learn more about your JACard at www.jmu.edu/cardctr

Submitting a Photo

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 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 e-ID and password

   ![Login Screen]

   **Username:** madisondp
   **Password:** *********

2. Click Submit ID Photo

   ![Submit ID Photo Menu]

   - Account Balance
   - Spending History
   - Report Lost Card
   - Submit ID Photo
   - Admin Web

3. Upload a Photo that follows the guidelines

   ![Upload Photo]

   Select a photo you would like to submit for approval or view your pictures.

4. Submit Photo for Approval

   ![Submit Photo Approval]

   Your photo is now pending approval. You will receive an email to your JMU email when your photo has been approved or rejected.

   ![Pending Approval]

   02/18/2014 15:19:54
   Pending

Submitted images will be used only for identification purposes. Card Services reserves the right to refuse any image that does not adhere to the standards.

You must show a valid government issued photo ID to verify your identity to receive your JACard.

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