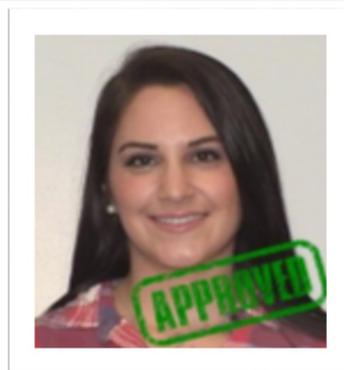# Submitting your JACard Photo to James Madison University

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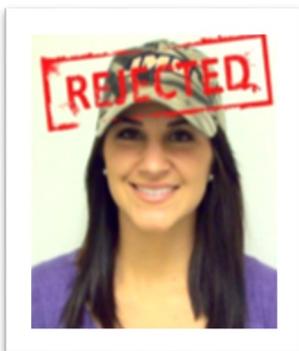
Learn more about your JACard at
www.jmu.edu/cardctr

Submitting a Photo

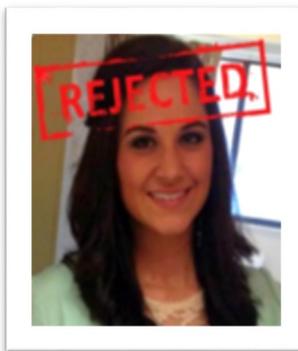**Follow these guidelines to submit an acceptable photo:**

- 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

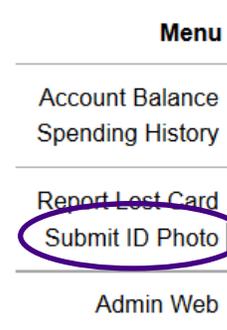Solid white background required

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

Username: madisodp
Password: •••••••••••

Submit

2
Click Submit ID Photo

Menu

Account Balance
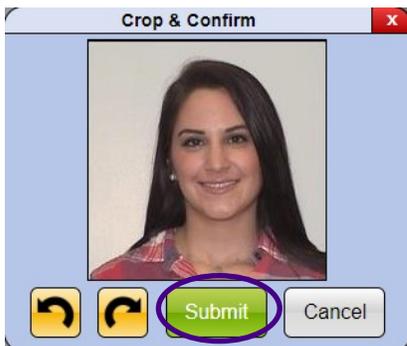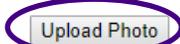Spending History

Report Lost Card
Submit ID Photo

Admin Web

3
Upload a Photo that follows the guidelines

Upload a New Photo

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

Upload Photo

Crop & Confirm

Submit   Cancel

4
Submit Photo for Approval

Submit this photo for approval?

Submit

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

02/18/2014 15:19:54
Pending   Delete

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