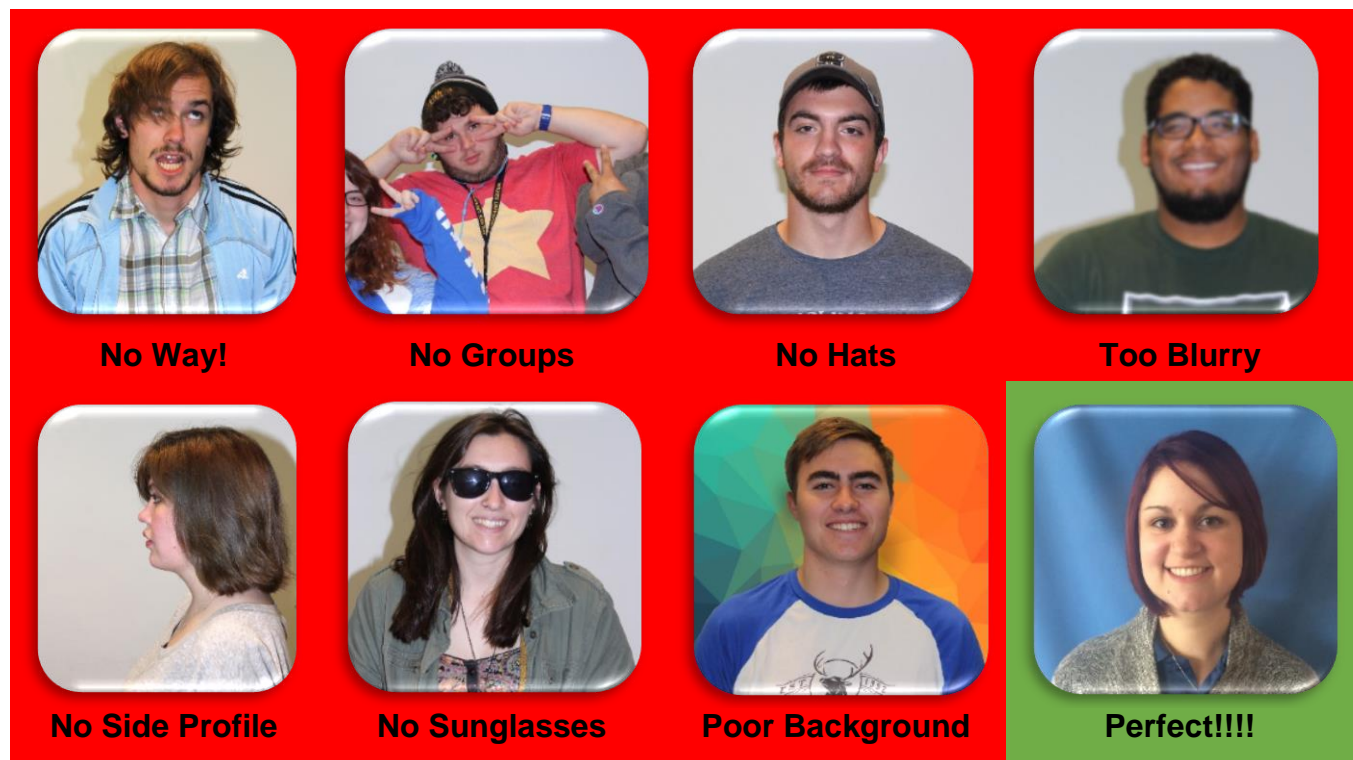# Online Photo Submission Information

The Wilkes University online photo submission site enables eligible students to upload a picture to be used on the student ID card. Your Wilkes ID is your key to services on campus. The ID is used for a variety of services including meal plans, Dining & Flex Dollars, building access, and as a library card. Your first Wilkes ID card is provided free of charge. Replacement cards are $30.

When submitting your own photos, please make sure your photo meets these guidelines:

- You must use a recent color photo.
- Your photo must be clear, good-quality.
- Your entire head and shoulders must be visible.
- You must be facing forward, centered, full face view with a neutral facial expression or a natural smile.
- You must have a solid, light colored background (NO patterns, textures, or scenic backgrounds).
- No other people or objects may be in the photo.
- You must not have anything touching your face such as hands, props, jewelry or garments.
- You may not wear a hat or sunglasses (religious head coverings are an exception).
- No gestures or inappropriate facial expressions.

The Department of Public Safety reserves the right to determine any photo as being inappropriate.

| No Way! | No Groups | No Hats | Too Blurry |
| No Side Profile | No Sunglasses | Poor Background | Perfect!!!! |

Instructions for Uploading a Photo:

1. Verify that you are eligible to submit a photo online. *Only **Online** and **Transfer** students are eligible to submit an ID photo online at this time.
2. To submit your ID photo online, log on to https://get.cbord.com/wilkes/full/login.php, using your username (first.last) and password.
3. Click "Upload Photo ID" on the right side menu.
4. Choose the photo file you like and click "Upload".
5. You will receive an email within five (5) business days regarding whether your submitted photo is accepted or declined.