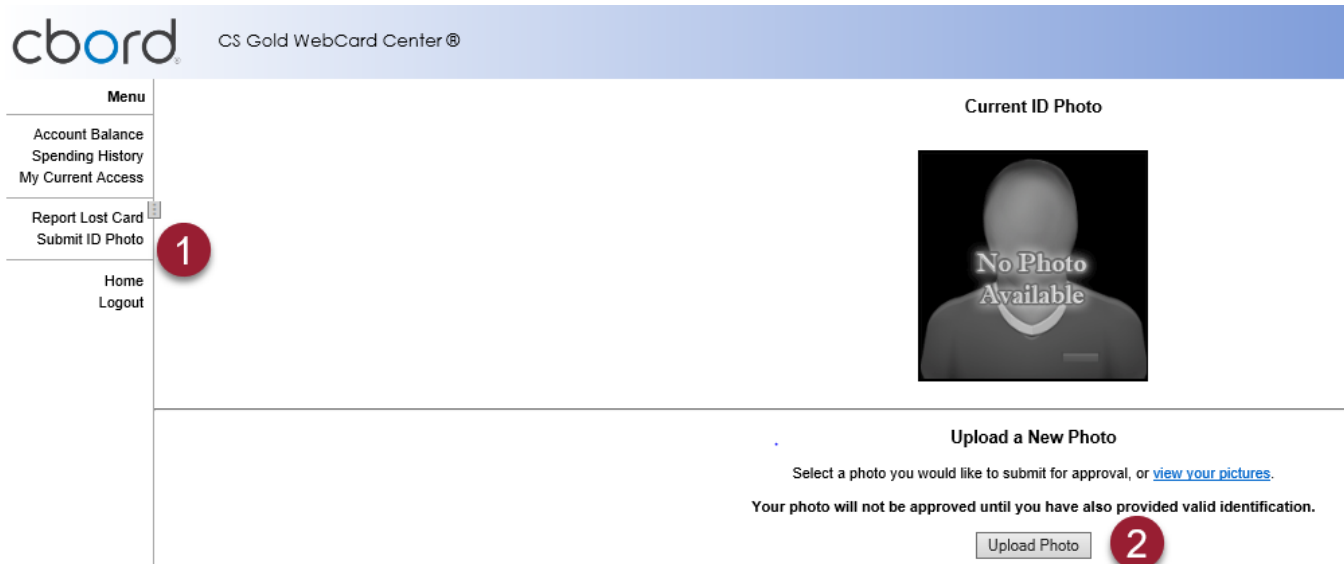


How to submit your ID photo and Proof of Identification:

Log in [here](#) to upload your ID photo picture and government-issued photo identification using your Rider Key Credentials. You may do this on your phone or computer.



1

Select Submit photo ID

2

Upload a photo

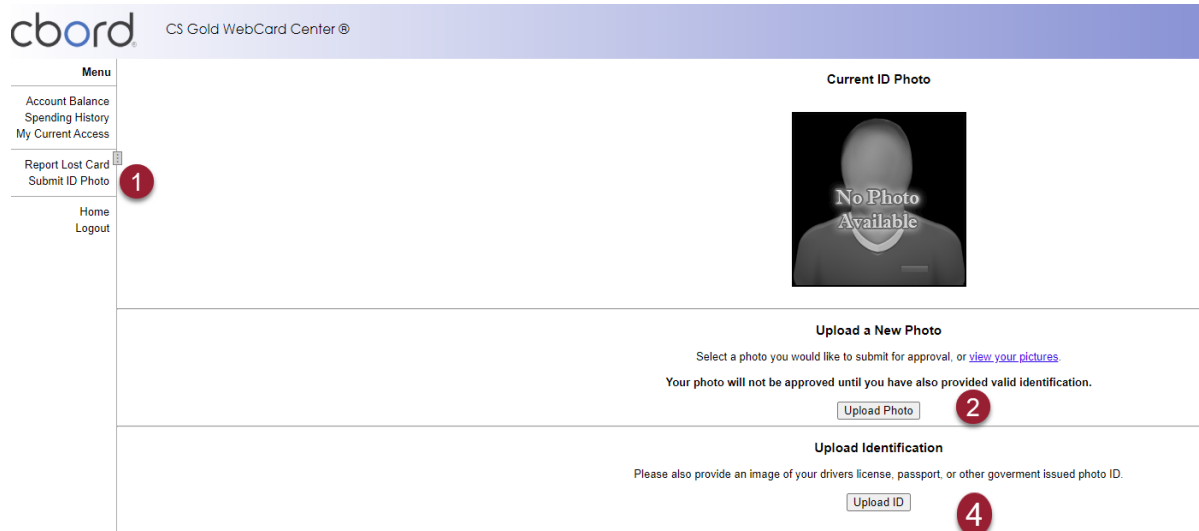
Please make sure that your photo adheres to the following requirements:

- **Must have a white smooth background - no other people or objects in photo.**
- Must be in color (black and white photos will not be accepted.)
- Sufficient lighting with no shadows.
- Must be a full front view of your head and shoulders only with face filling at least 80% of frame.
- Cropped from just above the top of head to collarbone. (When you submit your photo, the software allows you to crop your photo before submitting it.)
- Do not retouch or otherwise enhance or soften photo.
- You must be looking straight at the camera (No side profiles).
- No hats or sunglasses.
- This picture is for identification purposes. The picture must clearly identify you as a person.
- Supported picture formats are .jpg, .jpeg, .gif and .png
- File size cannot exceed 2MB.

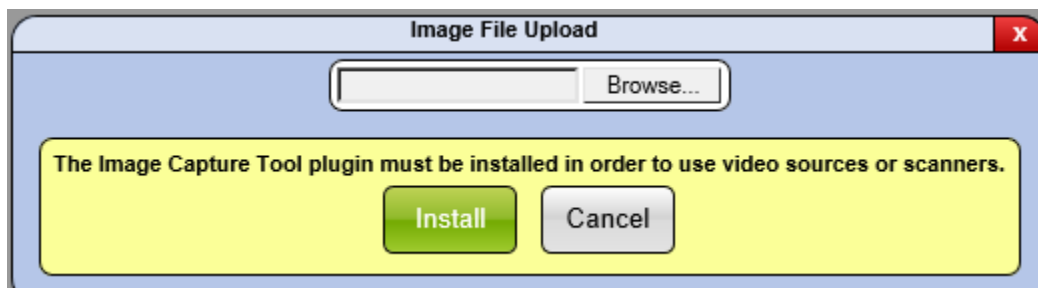
- 3 Before submitting, crop the photo so your head and shoulders are centered and fill 80% of the frame.



- 4 Upload your proof of Identification



If you get this message, select install



5

If you have submitted your photos correctly, you will see both your ID picture and your identification displayed on your screen.

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



Your photo has been submitted.

[View your submitted photos](#)

Upload Identification

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

Upload ID

Your current identification document:



You will be notified by public safety if your photo does not meet the stated requirements above. Your printed ID will be issued at residence hall check in or during Welcome week.