



# Samford University

## Student ID Photo

Please follow the prompts below to securely upload your **Student ID Photo**.

1. Take a photo with any smart phone or device able to upload a digital file.
  - a. Photo file size must not exceed 1 megabyte (MB) (no professional, high resolution images)
  - b. Photo file must be in .jpg, .png or .gif format
  - c. Photo must be full color (no filters)
  - d. Photo must be bust shot (from the chest up) and forward facing
  - e. Photo must be taken on a neutral background (no scenery/background images)
  - f. Photo should be similar to a driver's license or passport photo
2. Go to [idcard.samford.edu](http://idcard.samford.edu).
3. Login to GET.
  - a. Use your Samford-issued username and password to login.
4. On the far-right side of the screen is a Quick Links menu. Select "Upload ID Photo."
5. Choose file and upload.
6. Crop photo – center the grey box over the face.
7. Submitted photo must be cleared through an approval process. If your photo submission is declined, you will receive an email to your Samford email account (@samford.edu) for resubmission.

**Need Troubleshooting Help?** Please contact the Help Desk at 205-726-2662.

**Samford One Stop**  
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