How to Secure Your DePaul ID Card

## ☆ Step 1: Take a photo of yourself (JPG/JPEG file)
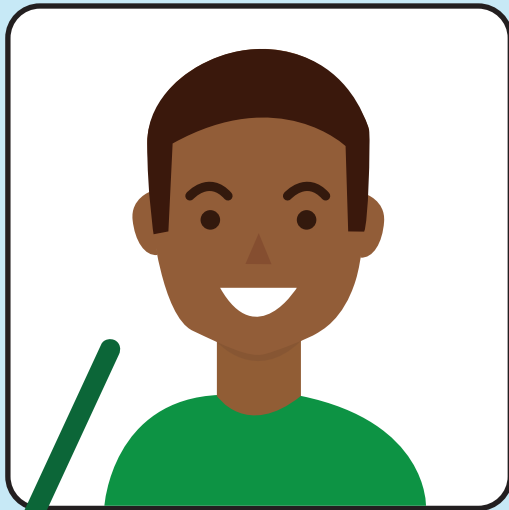
DO take your photo...

- In front of a solid white or blue background.
- Centered, front view of full face.
- Cropped from just above the top of the head down to the collarbone.
- With proper lighting, no shadows on face.
- With eyes open and visible.
- With a straight face or smile.
- Wearing prescription glasses, IF you normally do so.

NOTE: Head coverings are allowed IF you wear it daily for religious purposes.
- Full face must be visible   - Covering cannot obscure hairline

DO NOT submit a photo that has...

- You wearing hat, sunglasses, or anything that obscures the face.
- Shadows on your face, glare on glasses, or red eye.
- Other visible people or objects in the photo.
- Props or hand gestures.
- Inappropriate expressions.
- Copyrighted images.
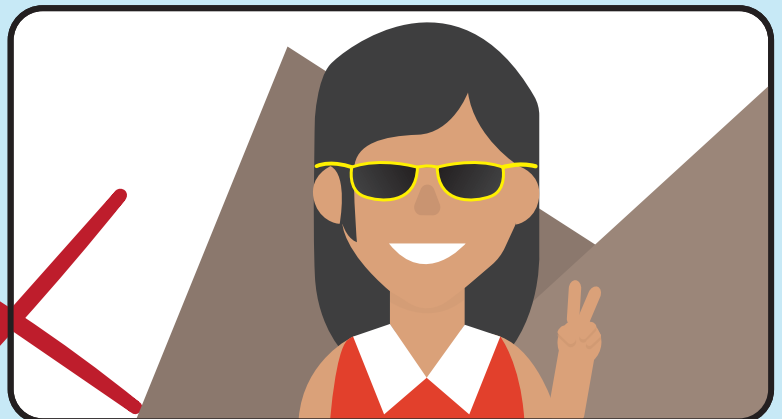
☆ *Step 2:* *Once you have taken the appropriate photo, log in to Campus Connect and confirm your mailing address.*

Directions to update your address:
log in to Campus Connect, search address, click address, add mailing address

UPDATE

☆ *Step 3:* **CLICK HERE** *and follow the Online Photo Submission instructions*

Upload your headshot and a photo of your government-issued ID into the online submission form **no later than August 8, 2021**, to receive your DePaul ID in time for your Fall Quarter move-in day. **Only students who are registered for classes are able to submit a photo.**

Students will receive an approval or denial email regarding their photo submission. If a photo is denied, the student will be emailed to re-submit the photo and supporting document. Failure to submit an acceptable photo will delay the student's check-in process on move-in day.

☆ *Step 4:* *Your new DePaul ID card will be mailed to your mailing address in Campus Connect.*

Please note that IDs are required for your move-in day. For more information, email **IDservices@depaul.edu**.

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INFORMATION SERVICES