How to Secure Your DePaul ID Card

For New On-Campus Residents
(freshmen, transfer students, and L1 law students)

☆ 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.

Once you have taken an appropriate photo, review the DePaul University ID Card Policy. Then, fill out the ID card submission form by logging in with your Campus Connect username and password. ID Card Services Team will review photo submissions. Students will receive an approval or rejection email regarding their photo submission. If a photo is rejected the student will be sent the link again to submit another photo. Failure to submit an acceptable photo will delay the students check-in process on move-in day. Pick-up your DePaul photo ID just before your scheduled move-in date and time. More details to come!
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

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.