

4 Steps to Secure Your Blue Demon Card

For Freshmen, Transfer Students & L1 Law Students



Step 1:

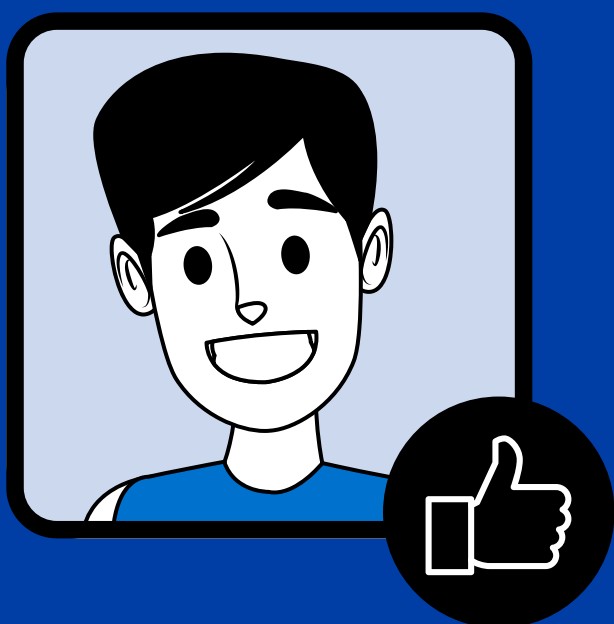
**Take a photo of yourself
(JPG/JPEG file)**

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 and the 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:

- (1) log in to Campus Connect, (2) search address,
- (3) click address, (4) add mailing address

[CLICK HERE](#)



Step 3:

Follow the Online Photo Submission Instructions below:

Upload your headshot and a photo of your government-issued ID into the online submission form no later than August 15, in order to get your mobile Blue Demon Card in time for your Fall Quarter move-in day.

You will receive an approval or denial message to your BlueM@il (username@depaul.edu) regarding your photo submission. If a photo is denied, you will be emailed to re-submit the photo and supporting document. Failure to submit an acceptable photo will delay your check-in process on move-in day as residents are required to have a mobile Blue Demon Card while living on campus.



Step 4:

After registering for classes and receiving approval of your photo submission, add the mobile Blue Demon Card to your smartphone.

Only registered students with an approved photo can add the mobile Blue Demon Card to their smartphone. Follow these instructions:

1

The mobile Blue Demon Card can be installed on:

- [iPhone](#)
- [Android Phone](#)

NOTE: Apple Watches will NOT be checked in residence halls. Please review other [device requirements](#).

2

Experiencing problems? Please review the [Blue Demon Card FAQs](#) or contact the [Help Desk](#).

3

You will present your mobile Blue Demon Card to Housing & Residence Life staff on your move-in day. Remember, all on-campus residents are required to have a mobile Blue Demon Card on their smartphone. Limited exceptions will be made for those needing a physical student ID.

4

Visit bluedemoncard.depaul.edu for all of your Blue Demon Card needs.

