

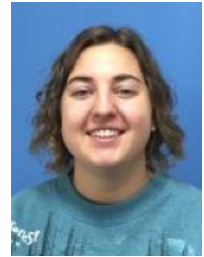
UNIVERSITY OF WISCONSIN-LA CROSSE

Submit your student ID photo

The Identification (ID) Card is used to authorize use of campus resources available for students, and it serves to verify current students at UWL. Students can submit their photos to the ID Card Office through the “GET” photo upload program.

Photos must be uploaded by June 5 in order for us to have your student ID card ready for immediate pick up when you arrive on campus for START in June. Students will be asked to provide official photo identification (driver’s license, passport, etc.) when they pick up their ID to confirm their identity. Students who have not uploaded their photo by the June 5 deadline will have their photo taken and also receive their ID card during the START program.

1. Have your UWL email address set up: **www.uwlax.edu/password**
2. Know your student ID number, 9 digits, starts with a 9
3. Take your photo-Must be a .jpg or .jpeg format
 - a. White or Blue background, white or blue wall works best
 - b. No hats, sunglasses, friends, family, pets etc.
 - c. Similar to a driver’s license, the photo must be centered with a full face view directly facing the camera, shoulders to the top of the head
4. Size the photo so it will upload correctly.
 - a. Download to a computer, right click, and open with paint. Resize with pixels, horizontal 300
 - b. Or Crop the photo on your phone, there are free apps to resize photos
5. Now you are going to set up your GET Funds Account.
 - a. Go to **<https://get.cbord.com/uwlax/full/login.php>**, click on Sign up now, located under password
 - b. Input your student ID number, NO SPACES
 - c. Birthdate including the /’s (i.e. 03/03/1996)
 - d. First name, is the preferred name you submitted to UWL and last name, NO SPACES
 - e. UWL email address including @uwlax.edu (i.e. smith1234@uwlax.edu)
 - f. Phone is the home phone number you submitted to UWL
 - g. Password is not linked to the net ID password, but you can make it the same if you wish
 - h. Once you click “Register”, if it has an error, try again, with NO SPACES, maybe a different first name, or phone number. These are the most common errors we see
 - i. Check your UWL email for an email from GET
 - i. Click on “User Confirmation”, you will not need to copy the code. Once you click on “User Confirmation” in the email, your account is confirmed
6. To load your photo, sign in to GET Funds, **<https://get.cbord.com/uwlax/full/login.php>**
 - a. Right hand side click on Upload ID Photo
 - b. Click on Choose File, find your photo, click upload
 - i. If it is sideways, the photo is too large; it will need to be compressed or resized
 - c. Watch your email, there will be an accepted or rejected email sent to your UWL email
 - i. Resubmit a different photo, if rejected
7. Need more help?
 - a. Visit the Eagle ID website for more instructions if needed: **<https://www.uwlax.edu/university-centers/services/eagle-id-card/eagle-id/>**
 - b. Email: uwlcardoffice@uwlax.edu
 - c. Call: 608.785.8891



Good Example



**SUBMIT
PHOTO
BEFORE
JUNE 5**