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 are encouraged to submit their photos to the ID Card Office through the “GET” photo upload program.

**Photos must be uploaded by May 27** in order for the student ID card to be available to be picked up during Freshman Registration in June. Students will be asked to provide official photo identification (driver’s license, passport, etc.) to confirm the student’s identity.

Students who do not upload a photo by the May 27 deadline will have an ID photo taken during lunch at START.

**Before You Begin:**
- Know your UWL student ID number. This is the nine-digit number issued upon admission to UWL. The nine-digit number will begin with the number 9.
- Know your UWL email address.
- Have an ID card photo that meets the photo requirements (see below on the right).

**Submit your photo:**
1. Go to www.uwlax.edu/ID
2. Select ‘Get Funds’ (look for the red rectangle).
3. Select ‘Sign up now!’ to create an account.
   - To register, the student must provide their student ID number, birth date, name, UWL email address, and phone number. The student will also be required to create a password for this site.
4. Complete the account registration. A confirmation email will be sent to the student after clicking the Register button. The confirmation email will include a hyperlink labeled “User Confirmation.” Click on this link to complete your registration.
5. Login to the GET Funds account, and select the Upload ID Photo link on the right side of the page. Students are able to upload a photo from a phone or computer file.

**Photo Requirements (Acceptable photos must meet all the following criteria):**

a) The photo needs to be current, taken within the week prior to submission. The photo must be taken in clothing that is normally worn. Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily. The background must be solid blue or white.

b) The photo must be centered with a full-face view directly facing the camera. The photo must present the full head from the top of the hair to the bottom of the chin. Photos must be submitted with all cropping.

c) The photo must not include obstructions to the head (ex., obscuring jewelry, headphones, wireless hands-free devices, sunglasses, hats, etc.). Hats and head coverings are only allowed if they are worn daily for religious purposes. The full face must be visible and the hat or head covering cannot obscure the hairline or cast shadows on the face.

d) Prescription eye glasses worn on a daily basis can be worn for the photo. Tinted glasses may only be worn if they are prescribed for medical reasons. A medical certificate may be required. To avoid glare, tilt glasses downward slightly.

e) Check your email. You will receive an email within one week confirming if the photo was accepted or rejected.

**Questions?**

Contact the ID Card/Meal Plan Office:
- Phone: 608.785.8891
- Email: uwlcardoffice@uwlax.edu
- Location: 223 Cartwright Center