

## Instructions for Uploading and ID Photo to GET

1. Take a photo with your phone or camera
  - a. Make sure the background is either blue or white, a white wall works well
  - b. No sunglasses
  - c. No hats
  - d. No friends, family, pets, etc.
  - e. Photo should be from your shoulders up, and zoomed in.
2. Make sure the photo will upload to GET correctly
  - a. Download the photo to your computer
  - b. Open the file with paint
  - c. Crop the photo to make sure it is a head shot.
  - d. Click on Resize
  - e. Click on Pixels
    - i. Make horizontal 300 pixels or so, it should adjust the vertical automatically
  - f. Click Save
3. Log into GET Funds (Instructions to set up account, <https://www.uwlax.edu/university-centers/services/eagle-id-card/eagle-id/>)
4. Click on Upload ID Photo on the right side of screen
5. Click on Choose File, find your saved photo
6. Click Upload
  - a. If the photo is sideways or another error occurs, you may need to resize the photo.
7. The card office will either approve or deny the photo, keep an eye on your email.
8. Resubmit another photo if denied.

**The photo should be similar to this**



**These Types of Photos will be rejected**

