**How to Submit a Student ID Photo for START**

Students can submit their photos to the ID Card Office through the ‘GET Funds’ application. Submit your photo by **5/31/20** and pick up your student ID Card, during START.

If you did not upload your photo or missed the **5/31/20 deadline**, you can have your picture taken and receive your ID Card at START.

Photo Requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| White or Blue Background | No hats, sunglasses, friends, family, pets, etc | Photo should be top of your head to mid-chest | Photo format must be .jpg or .jpeg |


Your UWL NETID and password are required to login.

1. Save your photo to your PC
2. Go to <https://get.cbord.com/uwlax/full/prelogin.php>
3. Go to ‘**Login to UWL GET Funds**:’
	1. Click ‘**Click here to login**’
4. Type your NETID (ie csmith1234@uwlax.edu)
5. Type your NETID password (same as your WINGS password)

*Picture Example*

1. Type your WINGS phone # (first time logging in)
2. Click ‘**Sign in**’
3. Go to ‘**Quick Links**’
	1. Click ‘**Upload ID Photo**’
4. Click ‘**Choose F**i**le**’ to browse to your picture on your hard drive
5. Click ‘**Upload’**
6. Your photo has been sent to the Card Office for approval/denial. Check your email for approved/denied status of your photo.
7. If your photo is denied, please resubmit another photo.

Need Help? Contact the Card Office @ 608-785-8891 or uwlcardoffice@uwlax.edu