

## Best Practices for taking your ID Card Photo



(example of properly composed ID photo)

1. **PHOTO TIPS/REQUIREMENTS** – Please following the tips below for best results
  - a. Photos should be cropped slightly above your head and directly below your shoulders.
  - b. All backgrounds should be plain (no patterns) and light in color; white or off-white is preferred. The photo must be in its original color (not black & white or sepia). Must be clear and focused.
  - c. No other persons, accessories, or props may be included (i.e. no sunglasses, hats, large jewelry). Religious or medically necessary items are permitted (i.e. prescription eyewear or religious headwear).
  - d. You must look at the camera with open eyes. Smiles are allowed! Should be facing forward. The camera should be at a straight angle directly in front of you.
  - e. Please do not send copyrighted photographs
2. **UPLOADING** – In order to upload your photo, please follow these steps
  - a. Go to [myrowancard.rowan.edu](http://myrowancard.rowan.edu)
  - b. Log in with your Rowan Credentials
  - c. Click the **Profile** link near the top left of the page
  - d. Click the **Click to Submit a New Photo** under your current photo
  - e. In the new page that opens, follow the on-screen prompts to upload the photo
  - f. You will receive an email confirmation when the photo has been approved and it live