

# Submit Your Charger Card ID Photo Prior to SOAR

Incoming students are offered the opportunity to submit their initial Charger Card ID photo online through Blackboard.

Photo must satisfy the following requirements and is subject to approval by Charger Card staff:

The photo must be a clear straight view with no obstructions to the head or face. This includes hats, caps, hoods, sunglasses, and hair. Glasses with clear lenses are allowed.

Must have a solid background.

Must be a recent photo, taken no more than thirty (30) days prior to submission date.

File must be in JPEG, BMP or PNG format and must be at least 320 by 240 pixels.

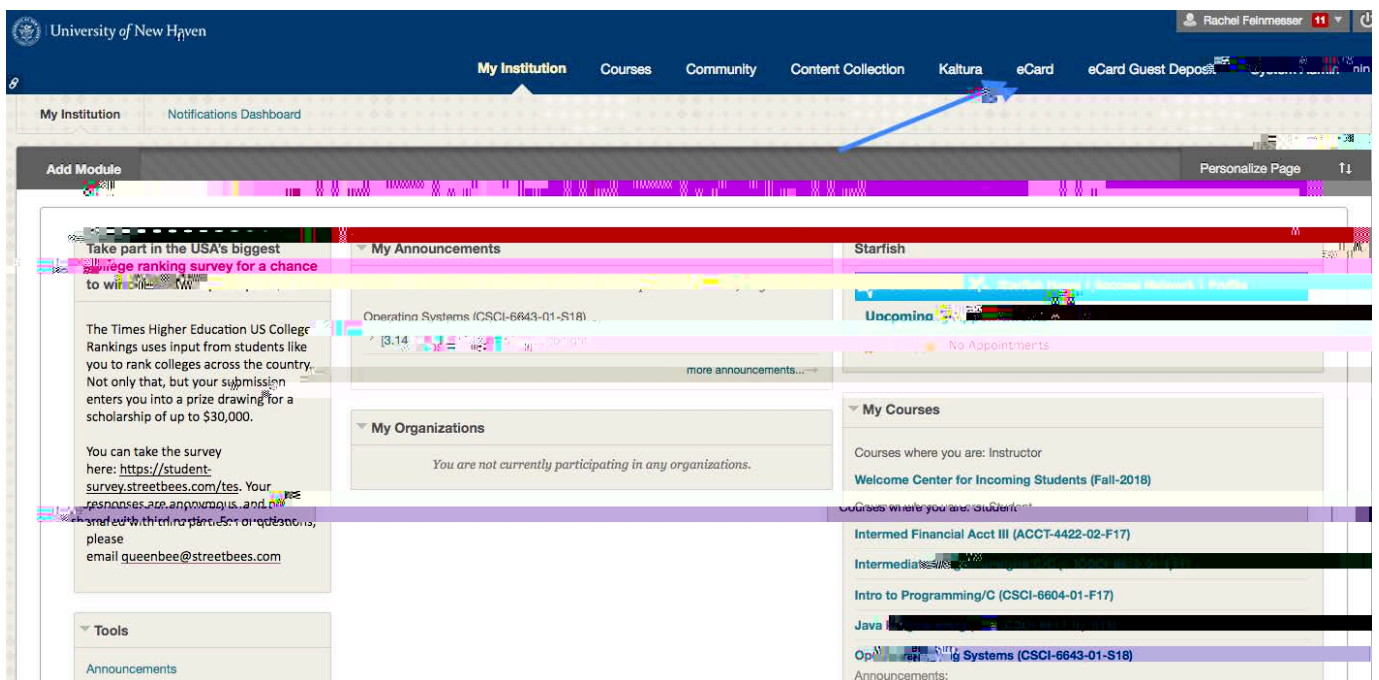
**Photos that do not meet these requirements will not be used.**

**DEADLINE: You must submit your ID photo at least 24 hours before attending your SOAR session.**

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## Steps

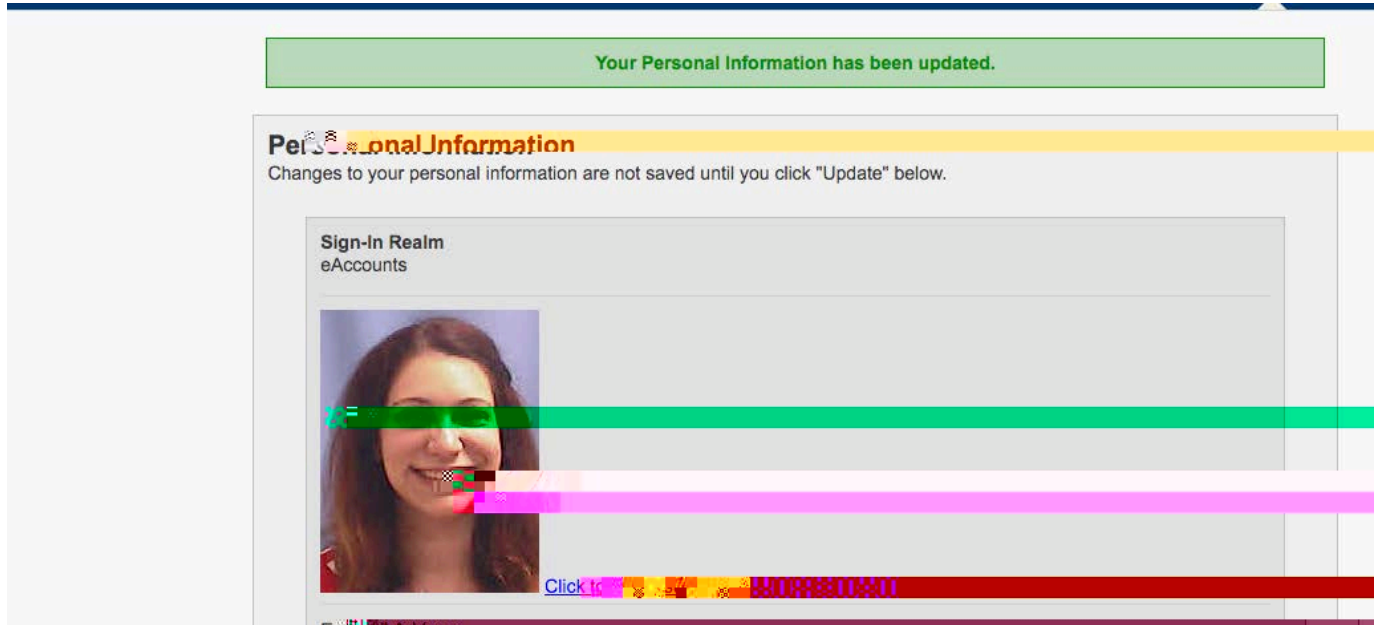
1. [Login to Blackboard](#). This is the same system you used to access your placement exams and Pre-Registration Survey.
2. Click on **eCard** from the top menu.



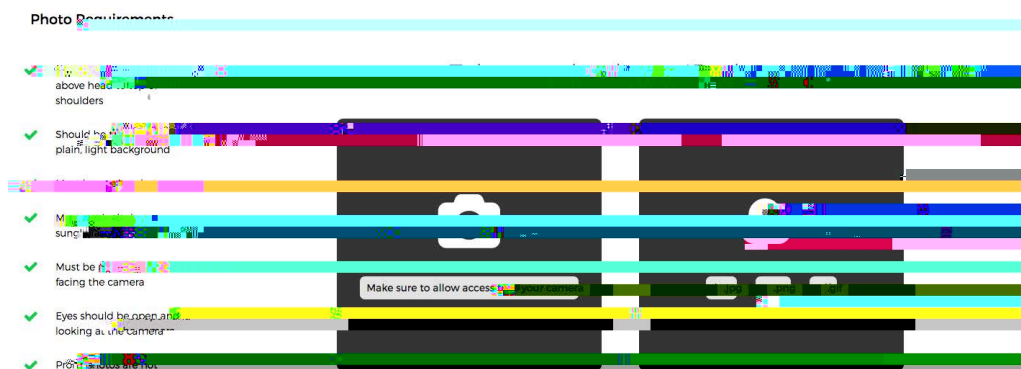
3. Type your University username and passm and T T T T



- Once successfully submitted, you will now be prompted to add a new photo.  
**Your screen will not show a photo.**



- Select your photo from your computer files and click **OK**. You will see the file name. If you decide you want to use a different photo, or you accidentally clicked on the wrong file,



8. If your photo is approved by the Campus Card staff, it will be printed on your ID and your ID will be ready at Welcome Week in late August. If your photo is rejected, you will be sent an email from Campus Card staff ([onlinephoto@blackboard.com](mailto:onlinephoto@blackboard.com)).

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## Troubleshooting

Any other issues, contact the Campus Card Office for assistance at (203) 932-8324, option 3

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