ID CARDS

You must have an ID in order to access buildings on campus.

You can upload a photo electronically using the attached instructions. Your ID will be ready for pickup on the first day of Orientation.

You are strongly encouraged to upload a photo electronically prior to arriving on campus. Please use the attached instructions to assist you with uploading your photo. Students who upload their photos by Tuesday, August 6, 2019 will receive their ID and a Widener Commonwealth lanyard when they check-in at Orientation.

If you are unable to upload a photo in advance, you must visit Media Services to have your photo taken on August 12th from 9am to 1pm in the Audio/Visual office on the 2nd floor of the Library Building. You will not be able to access our buildings without a valid student ID and are not permitted to use another student's ID to enter a building.

If you have any questions, please call Brian Fearnbaugh, 717-541-3963, or e-mail him, <u>bmfearnbaugh@widener.edu</u>.

PARKING PERMITS

All students should visit the <u>Campus Safety Desk</u> in the Library Building during the last week of August to obtain parking permits.

The Campus Safety Desk is also a lost and found location for lost items on campus.

Documentation for Submitting Photo Online

Login to online Campus1Card account:

1. Go to https://optic.widener.edu
2. Login using your Widener University Username and Password
3. Click on Submit ID Photo (follow the directions below).

Submit ID Photo:

Use the **Submit ID Photo** option to submit ID photos for approval. Photos are reviewed and then accepted or rejected by the administrator. Make sure that the photos you submit are appropriate for you Widener ID photo. Photos may be rejected for the following reasons:

1. Must have a plain background.
2. Head must be facing forward.
3. Sunglasses or other wear which distracts from the face are not acceptable unless required for medical reasons (an eye patch, for example).
4. Head coverings and hats are acceptable only due to acknowledged religious beliefs, traditions or customs.
5. No props allowed
6. Low Quality
7. Inappropriate
8. More Than One Person in Photo
9. Already Approved Photo

Use the following procedure to submit an ID photo for approval:

1. Click the **Submit ID Photo** option. The **Submit ID Photo** page is displayed.

If this is the first time you are submitting a photo for approval, the **Current ID Photo** box will display with a question mark (**?**).

2. Click the **Upload Photo** button. The **Choose file** screen is displayed. Locate and select the photo you want to submit, and click **Open**. The photo appears at the bottom of the **Submit ID Photo** page.

You can crop a photo before uploading it to the Web server. After you select the image file, a **Crop & Confirm** screen will display the selected image.

To crop the photo, draw a box around a region of the photo and click **Submit**. Use the rotation buttons to rotate the photo, if necessary

Please Note: A photo may fail to upload if the image is too large, the image format is not supported, or there is a corrupt file, network error, or general failure.

3. Click **Submit** to submit the selected photo for approval. The following message appears, along with a link to view your submitted photos:

   1. *Your photo has been submitted.*

4. The next step is to Upload Your Identification, an **Upload Identification** section will appear at the bottom of the **Submit ID Photo** page, allowing you to upload an image of an identification document in addition to the ID photo. Acceptable Identifications are driver's license, passport, or other government issued photo ID. If you do not have one we will accept a High School Photo ID Card. This can be done on any Smart device or computer.
   Please Note: This must be done in conjunction with your Photo.

   Click **Upload ID** to upload an image. You are prompted to select an image source.
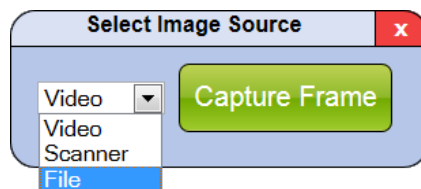
The uploaded image appears in the **Upload Identification** section of the page.
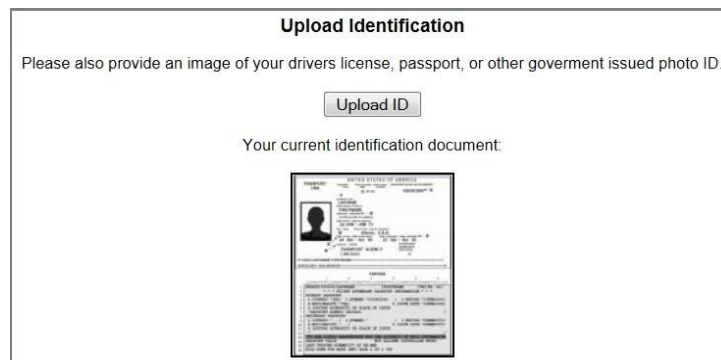
5. Click the **View your submitted photos** link on the **Submit ID Photo** page to view the photo that you uploaded and submitted for approval. The photo is displayed with a **Pending** status.

Your submitted photo and identification image will be reviewed by the administrator and accepted or rejected:

You will receive an email to your Widener Email Account as soon as your Widener ID Photo is Accepted or Rejected. If your Widener ID Photo is Accepted please do not submit another one.

If the photo is accepted, the photo will appear with a **Current** status on the **My Photos** page. If you already have a current photo on file, that photo will be assigned a **Replaced** status.

If the photo is rejected, the photo will appear with a **Rejected** status on the **My Photos** page and will include a rejection reason (for example, *Low Quality*). You can click **Delete** to remove the rejected photo and upload another photo for approval.

View Your Pictures: On the Computer:

Use the following procedure to view the pictures you have uploaded to the **My Photos** page:

1. Click **Submit ID Photo**. The **Submit ID Photo** page is displayed.

2. Click the **view your pictures** link. The **My Photos** page is displayed.

3. Select the photos that you want to view from the **Photo View** drop-down list (**All**, **Current**, **Pending**, **Rejected**, **Replaced**).

The following table provides a list of photo statuses and descriptions.

Photo Status	Description	Actions Allowed
Current	The photo was accepted by the administrator as your current Widener ID photo.	You cannot delete your current photo. If you upload another photo and it is accepted, the status of your current photo is changed to **Replaced** and the uploaded photo that was accepted becomes your new **Current** Widener ID photo.
Pending	You submitted the photo for approval and are waiting for the administrator to accept or reject the photo.	You can delete a photo with a **Pending** status.
Rejected	The photo was rejected by the administrator.	You can delete a photo with a **Rejected** status.
Replaced	This photo was your **Current** Widener ID photo; you replaced it with another photo.	You can resubmit a photo with a **Replaced** status.

4. You can click the **Upload** another photo link to upload another photo or click **Delete** to remove a photo.

View Your Pictures: On a Smart Device:

Use the following procedure to view the pictures you have uploaded to the **My Photos** page:

1. Click **Submit ID Photo**. The **Submit ID Photo** page is displayed.

2. Click the **view other photos** box. The **My Photos** page is displayed.

3. Select the photos that you want to view from the **Photo View** drop-down list (**All**, **Current**, **Pending**, **Rejected**, **Replaced**).

   The following table provides a list of photo statuses and descriptions.

Photo Status	Description	Actions Allowed
Current	The photo was accepted by the administrator as your current Widener ID photo.	You cannot delete your current photo. If you upload another photo and it is accepted, the status of your current photo is changed to **Replaced** and the uploaded photo that was accepted becomes your new **Current** Widener ID photo.
Pending	You submitted the photo for approval and are waiting for the administrator to accept or reject the photo.	You can delete a photo with a **Pending** status.
Rejected	The photo was rejected by the administrator.	You can delete a photo with a **Rejected** status.
Replaced	This photo was your **Current** Widener ID photo; you replaced it with another photo.	You can resubmit a photo with a **Replaced** status.

4. You can click the **Upload** another photo link to upload another photo or click **Delete** to remove a photo.