MONTCLAIR STATE UNIVERSITY

Online Photo Submission Instructions

- The Montclair State University ID Card Office provides students the opportunity to submit a photo online to be used for their student ID. The photos should resemble a driver's license\passport photo. Please do not crop off the top of your head in the photo.
- There are two ways to upload your photo:
    1. Through the Online Card Office website
       https://services.jsatech.com/index.php?skey=8311348371b212cf03e99d7167fc1cb1&cid=222&
    2. Through the Red Hawk Dollars app on your Apple/Android device

- **Students must have activated their Net ID 48 hours prior to uploading a photo.**
       Please view instructions on how to set up a Net ID at the New Student Checklist.
       http://www.montclair.edu/graduate/current-students/student-checklist/

- **If required to pay an Admissions' deposit, it must be credited to your NEST account 48 hours prior to uploading a photo or having your ID card processed.**
- **If not required to pay an Admissions' deposit, students must be registered for classes 48 hours prior to submitting a photo or having your ID card processed.**
- If the above criteria are not met, the student record will not be in the ID card system and an ID card will not be able to be processed.

Online Card Office Website Upload Instructions

1) Visit the ID Card Web Page:
    http://www.montclair.edu/student-development-campus-life/student-center/id-card-office/
2) Click Online Photo Submit (right hand corner)
3) Log in with your Net ID
4) Click Photo Upload under "NAVIGATE" on the left side of the screen, then click "Agree" to the Terms and Conditions
5) Enter your: Montclair State University Email Address, CWID, Name (Last name, First name)
6) Click Browse to locate the file on your computer
7) Once you've selected your photo file , click Upload Photo

8) Click Crop Image to crop the photo to ensure it meets the posted guidelines
9) Drag the highlighted crop box to crop from the top of your head to shoulders. You may need to drag the size of the crop box larger or smaller. Scroll to the bottom of the box and click Crop Image. The cropped image appears. If the cropping is correct click Save Image.
10) The message will display "The image has been saved and placed in Pending status" click Close Window
11) Click Submit to process your photo. Message appears at the top of the page "Image saved successfully."
12) The most recently uploaded image and current status will appear at the bottom of the page. Log out to close your session.

Apple/Android Device Upload Instructions

1) In your App store, search Red Hawk Dollars and click OPEN.
2) Log in with you University Net ID and Password then click Login (in red).
3) Click the Manage Accounts icon.
4) On the left, you will see a photo box. Tap the box to upload your photo.
5) You can either choose an existing photo from your library or take a photo.
6) If you click "Choose Existing from Library" you will be asked to allow access to your photos. Tap the "OK" option and choose the photo you want to upload.
7) You will see the photo that you have chosen to upload. At the top right hand corner tap "Save".
8) After you tap "Save" a message stating that your profile update has been submitted for approval will appear. If your picture is approved or rejected you will receive an email.

Please contact the ID Office if you have any questions about online photo submission

ID Card Office

Student Center, 1st Floor

973-655-4147

cardservices@montclair.edu

www.montclair.edu/student-development-campus-life/student-center/id-card-office/