

## **New Student ID Card Process Summer 2020**

Your Saint Anselm College ID card is essential to your life on campus as it allow you access to **your meal plan, Hawk bucks, buildings, and many other items.**

**New students will receive their Saint Anselm College ID card through the mail at their home address on file. In order to ensure you have your ID card before you arrive on campus in August, you will need to upload an approved picture by July 27<sup>th</sup>.**

**Please follow the directions below to upload your ID photo:**

1. Download the **GET Mobile app** from the App Store or Google Play.
2. Create an account through the GET Mobile App using your college email and password. Make sure to select Saint Anselm College. Alternatively, you can log-in to [get.cbord.com/anselm](http://get.cbord.com/anselm) with your name, college ID Number, and college email.
3. Create a 4-digit Pin Number to register your account.
4. From the Home Screen or Dashboard, go to settings and then to photo upload.
5. Upload a photo from your library or take a new photo with your camera on your device. See the photo guidelines below. **Your photo will be pending and subject to administrative approval.**

### **Saint Anselm College ID photo guidelines**

- The photo must be in color and taken against a solid white or plain, light background.
- The photo must be a full face, front view of the cardholder.
- There must be no hats, sunglasses, or other coverings that could obscure the cardholder's face, unless being worn for religious reasons (prescription eyeglasses are permitted).
- Only the cardholder must be present in the photo (no other objects, individuals, etc.).
- Crop the photo so that it is a 1:1 ratio, going from the top of the head to shoulders.
- The photo must be taken within the last six months.
- The photo should not have any filters applied.
- Cardholder should be in normal clothing that would be worn on a standard day (no costumes, etc).

**You will receive an email confirming or rejecting your uploaded photo from Dining Services. If rejected, your photo has not meet the above guidelines. Please re-take and re-upload a photo to meet the requirements. Saint Anselm College reserves the right to reject any photo.**

If you have questions regarding the your ID or the process, please contact Dining Services at [DiningServices@anselm.edu](mailto:DiningServices@anselm.edu).