

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.

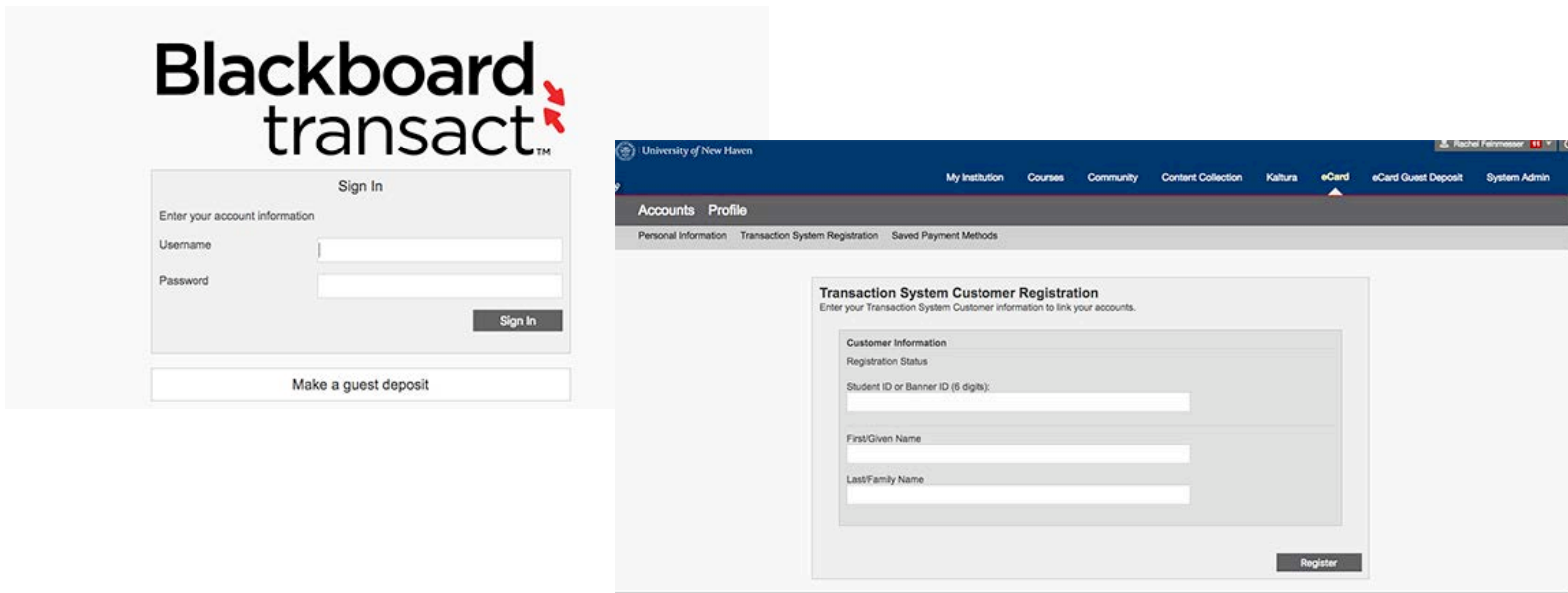
DEADLINE: You must submit your ID photo at least 24 hours before attending your SOAR session.

Steps

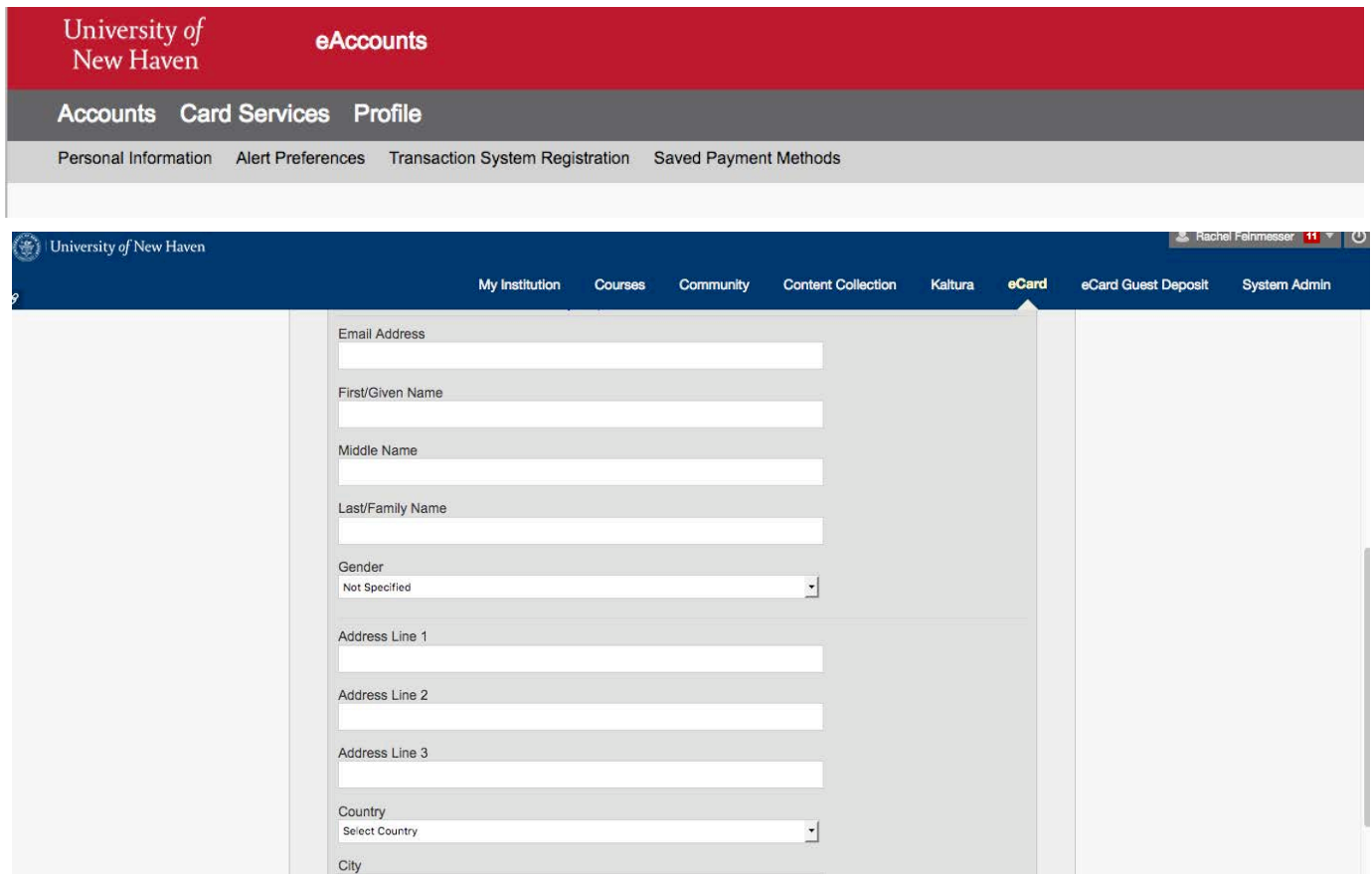
1. [Login to Blackboard](#). This is the same system you used to access your placement exams and Pre-Registration Survey.
2. Click on **eCard** from the top menu.

The screenshot displays the Blackboard user interface for the University of New Haven. At the top, the navigation menu includes 'My Institution', 'Courses', 'Community', 'Content Collection', 'Kaltura', 'eCard', 'eCard Guest Deposit', and 'System Admin'. A blue arrow points to the 'eCard' menu item. Below the navigation bar, the main content area is divided into several sections: 'My Institution' and 'Notifications Dashboard' at the top; 'Add Module' and 'Personalize Page' on the left and right sides respectively; and a central content area with 'My Announcements' (showing 'No Institution Announcements have been posted in the last 7 days.'), 'My Organizations' (showing 'You are not currently participating in any organizations.'), 'Starfish' (with links for 'Starfish Home', 'Success Network', and 'Profile'), 'Upcoming Appointments' (showing 'No Appointments'), and 'My Courses' (listing various courses like 'Welcome Center for Incoming Students (Fall-2018)', 'Intermed Financial Acct III (ACCT-4422-02-F17)', etc.).

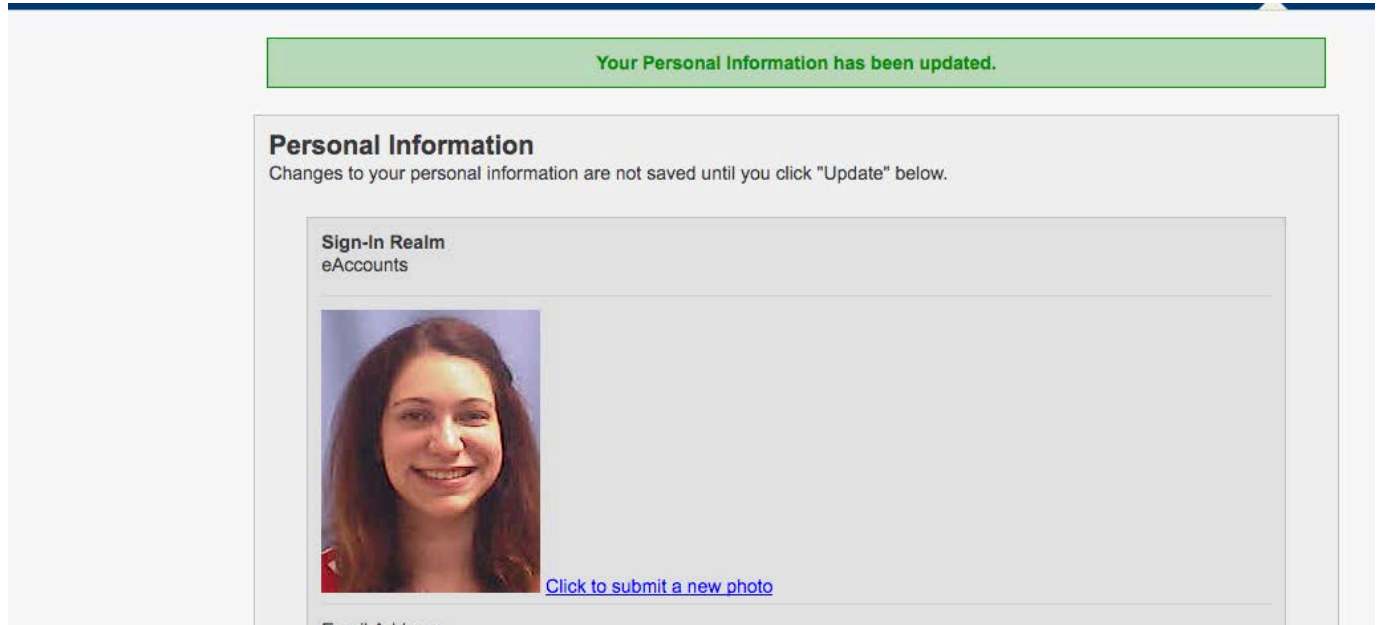
3. Type your University username and password and click sign in. If this is your first time, you will need to link the two accounts by entering your banner id (without leading zero's) and your first and last name.



4. Once successfully linked, you will need to add your student email address before you can add a photo. **Click Personal information and add your email address and click submit.**



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

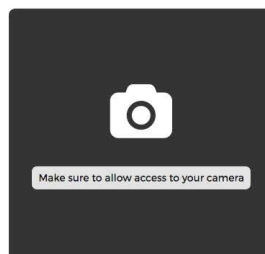


6. Select your photo from your computer files and click **OK**. You will see the file name. If you decide you want to use a different photo, or you accidentally clicked on the wrong file, the file will automatically process, please click on review photo after submission and click upload new photo. You will see pending while your photo is pending approval, the status will change to approved or denied once your photo has been reviewed.

Photo Requirements

- ✓ Should be cropped slightly above head to top of shoulders
- ✓ Should be taken against a plain, light background
- ✓ Must be a color photo
- ✓ Must not include sunglasses or hat
- ✓ Must be positioned directly facing the camera
- ✓ Eyes should be open and looking at the camera
- ✓ Prom photos are not

Take or upload your ID photo.



7. A confirmation page is displayed indicating that the photo was submitted successfully. You are done. Click **OK** to go back to the Campus Card Photo Submission course page

Thank you!

Your photo has been submitted and is pending approval.

If your photo is denied, we will let you know what you can do to re-submit a successful photo.

If you have any questions, please contact your university's card office.

[REVIEW PHOTO](#)

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).

Troubleshooting

Any other issues, contact the Campus Card Office for assistance at (203) 932-8324, option 3 or ccard@newhaven.edu.