Terrier Card ID Guidelines

- The following procedure is for uploading your Terrier Card ID photo. This option is only available to new, incoming students participating in Orientation.
- Accessing the Terrier Card Center via the Student Link requires Duo authentication. If you haven't setup
- your Duo Security yet, do that before proceeding: <u>Two-Factor Authentication with Duo Security : TechWeb :</u> <u>Boston University (bu.edu)</u>
- Terrier Card Center requires a desktop PC or Macintosh; mobile devices are not supported at this time.

Terrier Card ID Photo Upload Procedure

1. Go to <u>BU Student Link</u> (using your BU email and Kerberos login) --> select the "Food & Shelter" tab --> select "Terrier Card Center."

1 Accession	Degree Advice Honey Ha	ttere Personal	Work	Basics	Index
Food & Shelter					
Convenience Dining Plan C Add or Chang Current Bala Terrier Card Off Campus I	ge your Dining Plan nce - Meals & Points Center Housing P, TV & Safe Rental				

(NOTE: if you are unable to log into Student Link call 617-353-4357 (HELP)

2. Once there, sign in with Kerberos ID and password and authenticate with DUO.

	BU login name
	password
1	Continue
Y	ou have asked to login to laundry-web.bu.edu
	BU Login
	Tec-Stop Login Started down-U-constitutions indexed by the protect year information Presence both the factor particular the lager process.
	Send Me a Pate
	Cast Me: Enter a PassAcate

3. From the main menu, select "Notification Preferences."

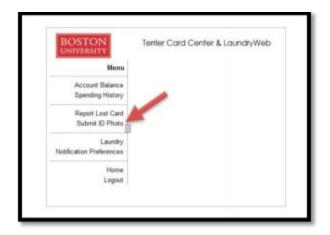
BOSTON	Terrier Card Center & LaundryWeb
Menu	
Account Balance	
Spending History	
Report Lost Card	
Submit ID Photo	
Laundry	
Notification Preferences	
Home	
Logout	

A new window will open. Click on the +sign on the email and phone lines to add your BU email address and your mobile number.

lick on the "+" button to define a phone	e number and/or email to use for notification
Email: "NONE"	
Phone: "NONE"	

5. When you are done, click [Save].

6. From the main menu, select [Submit ID Photo]. The image you submit should be from your governmentissued identification, such as a driver's license, passport, or passport card.



7. A new window will open to allow you to upload your ID photo and an image of your government-issued identification.

	Upload a New Photo
	Select a photo you would like to submit for approval, or stem your pictures.
le.	order to upload a photo for your Boston University Tenier Card, you must adhere to the following requirements below
	""PLEASE READ""
	Full face from front
	No hats or surglasses
	Light plain background white is proferred
	Your photo will be wewed by university officials
	Your photo will not be approved until you have also provided valid identification.
	Upland Photo
	Upload Identification
	Please also provide an image of your drivers license, passport, or other government issued photo ID.
	Uplead ID

8. Select the [Upload ID] option to upload and image of your government-issued photo ID.

	Upload Identification Please also provide an image of your drivers license, passport, or other government issued photo ID. Upload ID
Sele	ect [Browse]. Navigate to your image, and click [Open].
	Upload Identification Please also provide an image of your drivers license, passport, or other goverment issued photo ID.
	Image File Upload

10. Make sure that your photo has the correct orientation BEFORE you complete the process – you will not have the option to rotate the photo. A blurry or unclear ID image will be not be accepted and you will be asked to resubmit. To complete the process, click [Submit].

11. Select [Upload Photo] to upload the photo. (The photo must satisfy the photo requirements according to the Photo Upload Guidelines (see below)

	Upload a New Photo
	Select a photo you would like to submit for approval, or view your cictures.
1	In order to upload a photo for your Boston University Terrier Card, you must adhere to the following requirements below
	****PLEASE READ****
	Full face from front
	No hats or sunglasses
	Light plain background white is preferred
	Your photo will be viewed by university officials
	Your photo will not be approved until you have also provided valid identification.
	Upload Photo

12. Navigate to the folder where your photo is located, select your photo, and click [Open].

13. Using the arrow keys, rotate the photo, if necessary. Using the mouse, crop your image and click [Submit] to confirm you photo.



14. After reviewing your picture, click [Submit] to upload your photo.



- Once your photo is submitted successfully, it will be placed in a queue to be reviewed.
- You will receive a notification when your photo is approved or rejected.
- Please wait for a couple of days for the photo to be approved. If denied, please review the photo requirements and resubmit it.
- Once your Terrier Card photo is approved, the government-issued ID image will be deleted.
- Your Terrier Card ID will be distributed at orientation.
- Questions may be directed to dg-idoffice@bmc.org or call 617-358-7604

Photo Guidelines

In order to upload a photo for your Boston University Terrier Card, please follow the guidelines below:

- Have someone else take your photo. No Selfies. We recommend the photo be taken from a distance of about 8 feet. You may zoom to include head and shoulders but do not worry about framing; you will have the opportunity to crop the photo during the upload process.
- Photo must be in color and well-lit. Photo must be taken against a white or light-colored background.
- Submit a high-resolution digital photo that is not blurry, grainy, or pixelated.
- Directly face the camera with both eyes open and a neutral facial expression or a natural smile.
- Glasses may be worn if there is no glare or reflection.

- No hats, headgear, sunglasses, headphones, earbuds, face coverings.
 - If you wear a hat or head covering for religious purposes, ensure that the hat or head covering inyour photo is part of traditional or religious attire worn continuously in public.
- Do not use filters commonly used on social media.
- Do not edit your photo to remove the background