MOUNTAINEER ID CARD
PHOTO SUBMISSIONS

PERFECT YOUR PICTURE. SKIP THE LINE. BE MOUNTAINEER-OFFICIAL.
<table>
<thead>
<tr>
<th></th>
<th>CHECKLIST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TAKE A PICTURE THAT MEETS THE REQUIREMENTS.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GO TO MYMOUNTAINEERCARD.WVU.EDU AND SIGN IN USING YOUR WVU LOGIN CREDENTIALS.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CLICK “SUBMIT ID PHOTO” ON THE LEFT-HAND NAVIGATION MENU.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CLICK “UPLOAD PHOTO” AND SELECT THE PHOTO YOU WANT TO APPEAR ON YOUR MOUNTAINEER ID.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CLICK “UPLOAD ID” AND SELECT THE PHOTO OF YOUR GOVERNMENT-ISSUED IDENTIFICATION.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CHECK YOUR MIX EMAIL FOR AN APPROVAL OR DENIAL MESSAGE.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>IF APPROVED, PICK UP YOUR MOUNTAINEER ID CARD AT NEW STUDENT ORIENTATION OR THE ITS SERVICE CENTER AT THE MOUNTAINLAIR.</td>
<td></td>
</tr>
</tbody>
</table>

If you’re an online student, you can [request to have your card printed and mailed to you](#).
TAKE YOUR PHOTO

You’ve decided to take your own Mountaineer ID photo and avoid waiting in line. Awesome! But first, please review the rules.

Photo Submission Requirements

• Recent photo that reflects your current appearance
• Taken in front of a solid, neutral-color background (light blue, light gray, white or beige)
• No people, animals or objects in the background
• Face forward, head straight, eyes open and natural expression
• No hats or sunglasses (religious garments are permitted)
• No camera filters, photo editing or photo cropping
• Can’t exceed 1024x1024 pixels and must be a .JPG or .PNG file

Tip #1:
Leave space above and around the sides of your head.

Tip #2:
Keep your face forward and don’t tilt your head.

Tip #3:
Take photo in front of a solid, neutral background. Don’t edit the photo.
GOOD VS. BAD SUBMISSION EXAMPLES

**APPROVED**

**DENIED**
**UPLOAD YOUR PHOTO**

You’ve taken a photo you’re happy with AND it meets our requirements. You’re ready to upload!

1. Go to [mymountaineercard.wvu.edu](http://mymountaineercard.wvu.edu) and sign in using your WVU Login credentials.

2. Click **Submit ID Photo** on the left-hand navigation menu.

3. Click **Upload Photo**.

4. Select the photo from your device that you want to appear on your Mountaineer ID card and click **Open**.

5. Your selected photo will open in a small window at the top of the page. If you’re happy with the photo in the preview window, click **Submit**. If not, click **Cancel** and upload a new photo.
2. Select a photo of your valid form of identification and click Open.

3. Your selected photo will open in a small window at the bottom of the page. If you’re happy with the photo in the preview window, click Submit. If not, click Back and upload a new photo.
NEXT STEPS

Your submission will be reviewed within three business days. An approval or denial will be sent to your MIX email. If a photo submission is rejected, a reason for denial will be included in the email notification. You are encouraged to submit a new photo. If your photo is approved, your Mountaineer ID card will be printed.

If you’re an incoming, on-campus student, you will pick up your card at New Student Orientation (NSO). You must be an enrolled student to be eligible to receive a WVU ID. If you’re a current, on-campus student or you didn’t attend orientation, you can pick up your card at the Mountainlair Service Center.

If you’re an online student, you can request to have your card printed and mailed to you. When you receive your card, you will need to activate it. To activate, go to mymountaineercard.wvu.edu and click Report Found Card on the navigation menu. Then select Yes to report your card as found.