

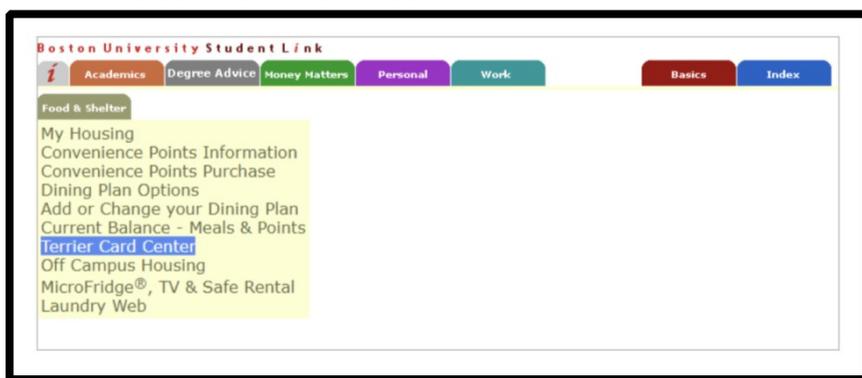
Terrier Card Photo Upload Guidelines for GSDM Students/Residents

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.
- If you have previously taken a photograph at Boston University, you must still upload a new photo.
- If you have already been issued a Terrier Card by the Medical Campus ID Office, you do not need to upload your photo, *however you will have to go to the ID Office to have your BU ID card reprogrammed for GSDM's new card reader system.*
- 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.
- Terrier Card Center requires a desktop PC or Macintosh; mobile devices are not supported at this time.

Terrier Card ID Photo Upload Procedure

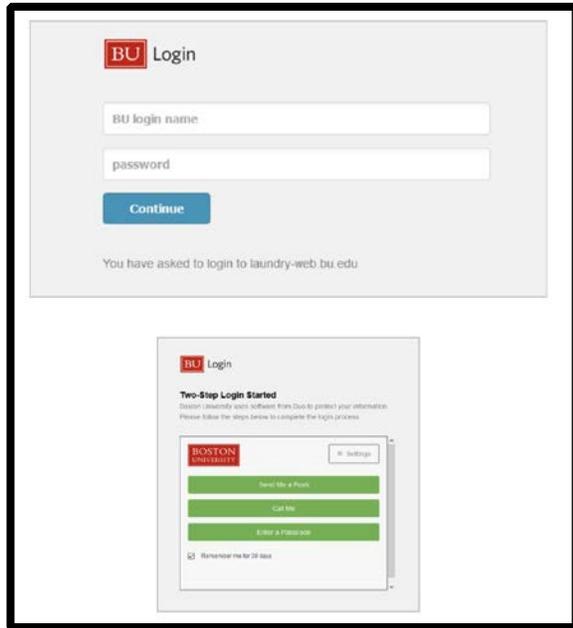
1. Go to [BU Student Link](#) (using your BU email and Kerberos login) --> select the "Food & Shelter" tab --> select "Terrier Card Center"



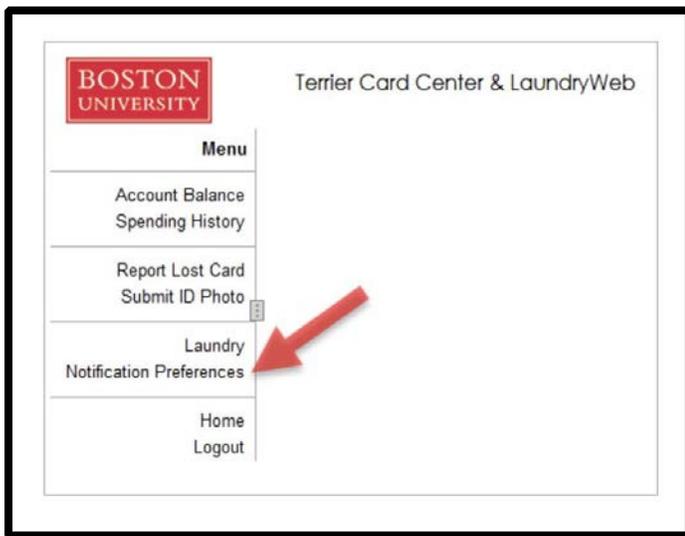
(NOTE: if you are unable to log into Student Link call 617-353-4357 (HELP))

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

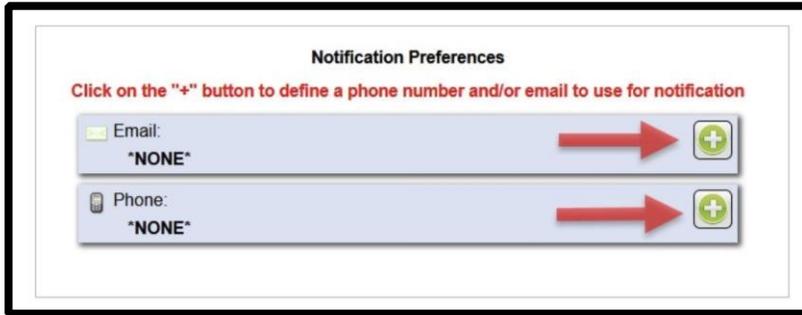


3. From the main menu, select [\[Notification Preferences\]](#).

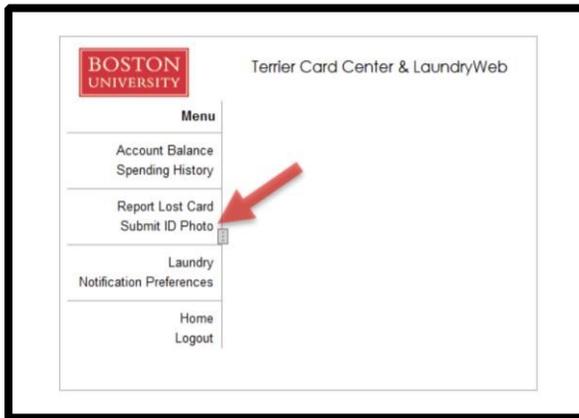


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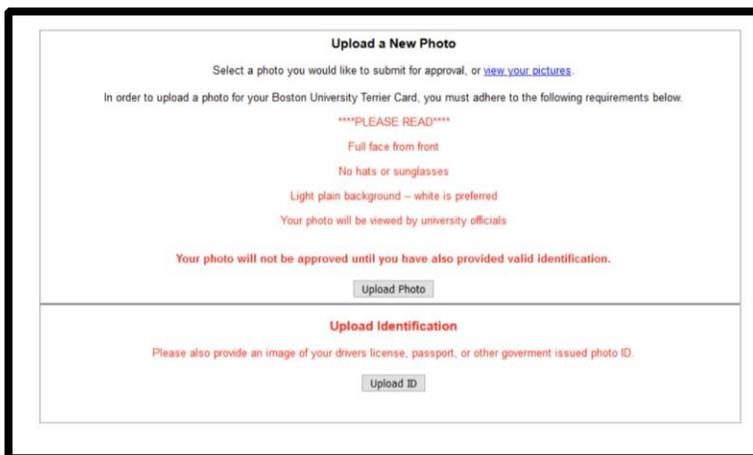
A new window will open. Click on the + sign on the email and phone lines to add your BU email address and your mobile number.



5. When you are done, click [Save].
6. From the main menu, select [Submit ID Photo]. The image you submit should be from your government-issued 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.



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

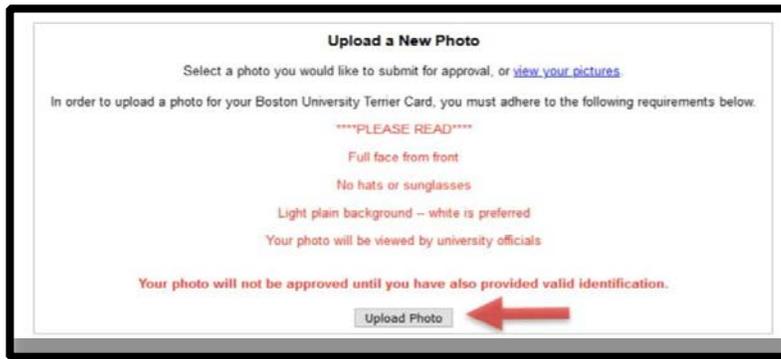


9. Select **[Browse]**. Navigate to your image, and click **[Open]**.



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))



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.



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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.
 - o If you wear a hat or head covering for religious purposes, ensure that the hat or head covering in your 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.