

RAMCARD PHOTO GUIDELINES

- ✓ IN FOCUS: We need a clear image of ONLY you (not blurry, grainy, or fuzzy) against a plain neutral background.
- ✓ FORWARD-FACING: Include a full face-and-shoulders shot, squarely facing the camera. Make sure your eyes are open and visible.
- ✓ **EVENLY LIT**: Find a place free from sunbeams and shadows.
- ✓ VERTICAL: Crop your photo just above the top of your head to your collarbone
- ✓ UNENHANCED: Do NOT use lenses, filters, text, emoji, stickers, etc. You can however, use the basic editing function within your cell phone to adjust light/brightness
- ✓ UNADORNED: Ensure you are not wearing a hat, sunglasses, or other accessories that would obscure your face or head. If you wear a head covering daily for religious reasons, you can wear it; just adjust it to provide a full-face view.
- ✓ APPROPRIATE: This is your photo ID for the next four years. The best choice is a solidcolored shirt or top.
- ✓ **ORIGINAL:** Copyrighted photos cannot be accepted
- SAVED CORRECTLY FOR SUBMISSION: Save it as a jpeg with a minimum pixel size of 600 px by 600 px and a maximum file size of 2 MB.



Good Photo Example



Bad Photo Example

Your **RAMCARD ID can be picked up at the RamCard Office located in the Thompson Center, Room 203, <u>48</u> <u>business hours</u> after receiving email confirmation of photo acceptance. Please have your government photo ID available when picking up your RAMCard.**



Uploading Your Photo on GET APP

1. Download the GET App from the Apple Store or Android Store

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2. **Open** Get App and **Click** on **"Search All Institutions"** at the bottom of the page.



Click on Search All Institutions



3. Type "Winston-

Salem State University" in

the search bar. Then **select** our university when the name populates underneath the search bar.



4. Login with your RamID & Password (network login credentials)





5. Choose Face ID option



6. Create and Confirm 4 Digit PIN. *Please ensure this will be a number you can remember as well as a number that will not be easily accessed.

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7. On the Home Screen, **Click** the **Settings** icon at the bottom right-hand corner.



8. Select the Update Photo option on the Settings screen

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9. Upload a picture (Front & Back) of an official government ID (ex. Driver's License)



10. Upload a photo of yourself using the Photo Guidelines provided by the RamCard Office. ***Please note if your photo does NOT meet our guidelines, it will be rejected and require a new photo submission.





11. Once photo is submitted you will receive an email notification of approval or request for resubmission.

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