

Electronic Photo Submission Process

The Mason Card Office is now receiving pictures electronically for the Mason ID. Pictures can be submitted to the Mason Card Office through the Mason Money website or via Mason Money smart phone app.

Steps

1. Take a photo.

***Be sure that:**

- The photo is not a selfie.
 - The photo has a neutral-colored and smooth background (try using a poster board or interior wall).
 - There is proper lighting without shadows (avoid dark or blurry photos).
 - The photo contains a front view of your full face (filling at least 80% of the frame).
 - Your eyes are open and visible (prescription glasses are allowed).
 - Your face is not covered in the photo.
 - You do not wear any non-essential head coverings.
 - Your face is at the center of the photo.
 - The photo displays your figure from just above the top of your head to your collarbone.
 - The file format is .jpg and that the file does not exceed 2MB.
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2. Upload and submit your photo on the:

Mason Money App (Android)

- a) Download the Mason Money app from Google Play.
- b) Log in to the app using your Patriot Pass credentials. If you have not already set up these credentials, go to www.password.gmu.edu.
- c) Tap **Settings**.
- d) Tap **Update Photo**.
- e) Read the instructions that follow.
- f) Take a new picture.
- g) Tap **Update Account**.

Mason Money App (iOS device)

- a) Download the Mason Money App from iTunes.
- b) Log in to the app using your Patriot Pass credentials. If you have not already set up these credentials, go to www.password.gmu.edu.
- c) Tap **Manage Accounts**.

- d) Tap the box containing your name.
- e) Select either **Take Photo** or **Choose Existing from Library**.
- f) Upload the new photo.
- g) Tap **Save**.

Mason Money Website

- a) Click [here](#) to visit the Mason Card Office website.
- b) Log in to the site using your Patriot Pass credentials. If you have not already set up these credentials, go to www.password.gmu.edu.
- c) Select **Photo Upload** from the Navigation pane on the left-hand side of the screen.
- d) Read the Mason ID requirements.
- e) Click **Agree**.
- f) On the new page, read the description of appropriate student photos.
- g) Click **Choose File**.
- h) Select the photo (.jpg) that you would like to use.
- i) Click **Upload Photo**.
- j) Click **Crop**.
- k) Maximize the pop-up window. You may need to disable pop-blockers if you have them enabled.
- l) Crop the photo so that it displays your shoulders, neck, and head. Leave a few inches of open space *above* your head.
- m) Click **Save**.
- n) Click **Upload** to submit the photo for review.
- o) Await photo approval.

3. Await photo approval.

After your photo is successfully submitted, it will be reviewed by the Mason Card Office.

You will receive an email in your MasonLive email account within two weeks of photo submission to let you know whether or not your photo has been approved.

If your photo is approved, you will receive your ID at the end of your orientation date. If it is rejected, we will e-mail you the reasons for the photo's rejection and ask you to submit another photo.

4. Pick up your ID card.

Your Mason ID card will be given to you at the end of your orientation session. **At that time of pick-up, you must show a driver's license or passport to a card office employee.** You will not be given your Mason ID card without this documentation.

Tips for taking the perfect ID photo

*Remember to avoid the following:

- Hats, sunglasses, or other items that obscure the face
- Closed eyes or glare on eyeglasses
- Other people or objects visible in the photo
- Inappropriate expressions
- Group photos
- Blurry photos
- Black and white or filtered photos
- Photos with hands resting on the face
- Side angles of the face