



Electronic Photo Submission Process

George Mason University is now accepting 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.

1. Photo

No selfies can be used for this photo. The file format must be jpg and cannot exceed 2MB. It is **required** that the photo has:

- a neutral colored and smooth background - try using a poster board or light colored interior wall
- proper lighting without shadows - avoid dark or blurry photos
- full face frontal view filling at least 80% of the frame
- face centered in the frame from just above the top of the head to the collarbone
- eyes should be open and visible - prescription glasses are allowed
- head coverings are acceptable when required by religious beliefs, tenants, traditions, or customs - may not cover any portion of the student's face

2. Upload and Submit Photo

Download the Mason Money App to the Android or iPhone otherwise login to the **Mason Money website**. Use the credentials set up in Patriot Pass. If not set up, go to www.password.gmu.edu.

Android Mason Money App

Start by downloading the Mason Money App from Google Play. Log into the app using your Patriot Pass credentials. Select **Settings** then choose **Update Photo**. Read all the instructions that follow within the app. After taking photo, select **Update Account** and the picture will be submitted for review. Remember, **no selfies!**

iOS Mason Money App

Start by downloading the Mason Money App from iTunes. Log into the app using your Patriot Pass credentials. Select **Manage Accounts** and then tap the box with your name. Select either **Take Photo** or **Choose Existing from Library**. Select **Save**. The picture will then be submitted for review.

Mason Money Website

Start by visiting the **Mason Money login page**. Log into the app using your Patriot Pass credentials. Follow the instructions at the top of the page. Select **Choose File** and then locate the photo (.jpg). Click on **Upload Photo**. Edit with the with the **Crop** button. This will require a new window, so make sure the pop-up blocker is disabled. Maximize this new window and choose the area of the photo that meets requirements. The photo should be from the shoulders above the head. Save the cropped photo and click on the **Upload** box. The picture will then be submitted for review.

3. Photo Review

An email will be sent to the MasonLive email within three business days. If rejected, the reasons will be stated and another photo can be submitted.

4. Receive the Mason ID

Students must be registered for classes. Freshmen and transfer students will receive their Mason ID card at the end of their orientation sessions. All other students are welcome to visit the Mason Card Office. **You must have your G number and a government-issued photo ID such as a passport, military ID, or a driver's license.**

5. Tips for Taking the Perfect Photo

Be sure to follow the steps above to upload a photo and avoid the following:

- wearing hats, sunglasses, or items that obscure the face
- closed eyes or glare on eyeglasses
- other people or objects visible in the photo
- inappropriate expressions or blurry photos
- black and white or filtered photos
- photos with hands resting on face or side angles