

# Upload Your Wildcard ID Photo

Upload your ID photo prior to See Blue U to have your student Wildcard waiting on you. To do so, we need you to upload your photo at <https://get.cbord.com/uk> **by the deadline of Friday, June 14**. If you submit your photo and it is approved you will need to stop by the Wildcard ID office located in room A380 in the Student Center to pay for and pick up your ID. The cost of the Wildcard is \$17.00, and the protective case is \$5.00 for a total of \$22.00, if you choose. When picking up your Wildcard, you must present a photo government issued ID. Please read over the guidelines and requirements prior to submitting your photo online. The ID office will be open Monday – Friday 8:00am – 4:15pm. If you have any questions or concerns please contact us at 859-257-1378.

## "How to" Upload your photo:

- Go on <https://get.cbord.com/uk>
- Login/Sign in with link blue user ID and password
- Click on "Upload ID Photo" (your photo box will be empty)
- Click on "Choose File" – pick your photo
- Click "Upload"

## Photo Guidelines: **PHOTO SUBMISSION DEADLINE: 6/14/19**

- Photographs must be saved in JPEG format not to exceed 1MB
- Must be square to avoid disproportionate resizing when uploading
- Taken within the last 6 months to reflect your current appearance
- Taken clear/in color & Full-face view directly facing the camera – shoulders high only
- Photo must be centered and taken on a solid white background only
- No senior portraits or professional photos allowed



Sample acceptable student Wildcard photo

## Items **not** acceptable in photos:

- No shadows, hair, or clothing obscuring the face
- No headphones, wireless hands-free devices, or similar items
- No dark glasses or non-prescription glasses with tinted lenses
- No hats or head coverings may be worn, except for religious purposes. The face must be visible and the head covering cannot obscure your hairline or cast shadows on your face.
- No group shots – only you in the photo

Photo submissions are manually reviewed and can take up to three business days to be processed. You will be notified regarding if your photo is accepted or rejected. If your photo is rejected it will ask you to submit another one. The third time your photo is rejected, you will need to have your picture taken within the Wildcard ID office. You will not be able to submit any more photos online.