



A student ID is an important tool for you at FSU. You will need it to enter buildings and certain rooms on campus, eat at the dining facilities, use the library, and show as identification. You will need your ID to move into the residence halls during the anticipated move-in period, please submit your photo by August 16, 2020.

Framingham State University will be utilizing an online photo submission system to obtain photos for incoming student ID cards for Fall 2020. Please review the instructions below to access the photo submission system.

Before you begin you will need two different photos:

1. A front facing photo of yourself from the top of the shoulders up to the top of your head.
 - A. Photo should be taken against a plain, light background.
 - B. Must be a color photo.
 - C. Must not include accessories that obstruct the face, such as sunglasses or hats.
 - D. Eyes should be open and looking at the camera.
 - E. Photo should only be of yourself, no other individuals or pets.
2. A photo of a government issued photo ID so that we may validate that your ID photo belongs to you.
 - A. Examples of valid ID's: driver's license, state issued ID, military ID, passport, permanent resident/alien card, employment authorization document etc.

Photo Submission Process:

1. Login to the University's Blackboard site located at <https://framingham.blackboard.com>.
2. In the left column select "My Dining Services"



3. Login to the dining portal using your FSU username and password.

Please log in with your campus username and password.

Sign In Realm

Username

Password

4. Select "Profile" from the top menu bar.



5. You will need to update your E-Mail address. Please enter your @student.framingham.edu E-Mail address along with your first and last name. When done select "update" in the lower right of the page. This information may already be populated for you.

Personal Information

Changes to your personal information are not saved until you click "Update" below.

Sign-In Realm
Student

[Please set your profile Email Address](#)

Email Address

First/Given Name

Middle Name

Last/Family Name

Gender

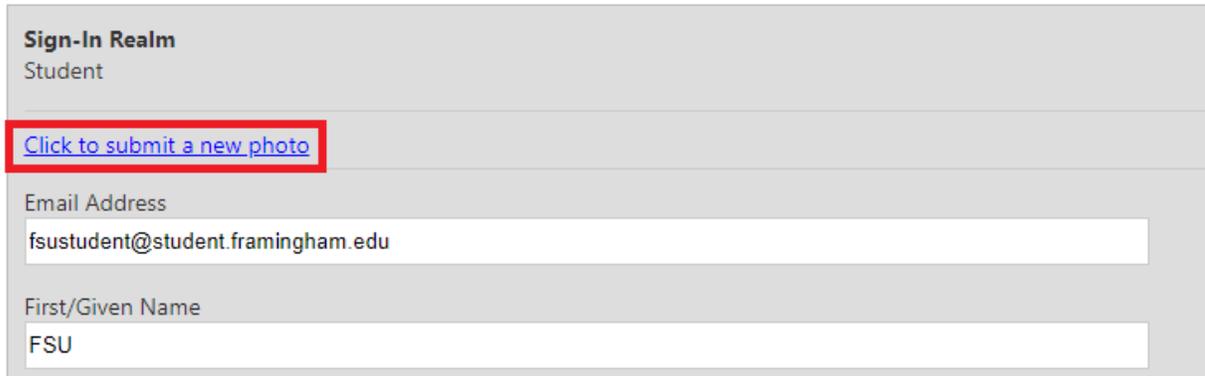
Address Line 1

Address Line 2

6. Once updated, you will be presented with the option to select the “Click to submit a new photo” link.

Personal Information

Changes to your personal information are not saved until you click "Update" below.



Sign-In Realm
Student

[Click to submit a new photo](#)

Email Address
fsustudent@student.framingham.edu

First/Given Name
FSU

7. You will be presented with some additional information and the terms of service. Please review this information and click the “I accept the terms and conditions” button.



Terms & Conditions

Please carefully read and accept the following terms and conditions to use Online Photo Submission.

Welcome to the photo submission system for Framingham State University! This system is currently only being offered to Incoming freshmen for the Fall 2020 semester. You will be asked to upload a clear face focused photo for your student ID card. You will then be required to upload a photo of a government issued photo ID or document (ID card, driver's license, passport etc.) so that we may verify your identity with the photo you provide.

By clicking the button below, you also agree to follow the Transact Campus [Terms of Service](#) and [Privacy Policy](#).

[I accept the terms and conditions](#)

8. You will be presented with a box to upload your ID photo submission. You may drag the photo file or click on the corresponding file format to select the file. .jpg, .png and .gif files are acceptable file formats for your photo.

Take or upload your ID photo.



Next upload your
Identify Verification

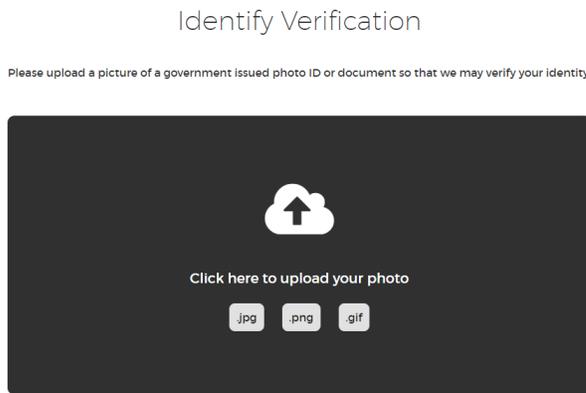


Your photo looks great. We'll send you an email if we need anything else.

[NEXT](#)

There will be a short processing time when your photo is added. Any issues will be pointed out to you and you will have the opportunity to upload another photo or make changes to the current one. Select “Next”.

9. You will now be asked to upload a photo of a government issued ID. Acceptable options are listed at the beginning of this document.



You're Done!



If these images are acceptable then you may click the "Submit & Sign Out" button. Your submission will be reviewed by the FSU ID Office and you will be contacted if there are any issues or if any further information is required.

If accepted your photo will be used to generate your FSU ID card.

Resident student ID's will be provided to the housing teams prior to the move-in process. Resident students will retrieve their ID at the time of check-in from residence life.

Incoming commuter freshman will receive an additional communication from the ID office with details of the commuter ID card distribution process.

If you have any questions please contact the FSU ID Office at 508-626-4015 or at idoffice@framingham.edu.

We look forward to meeting you in person when you come to campus.

Kashem Chowdhury
ID Office Manager