

# Cloud Card Instructions

Century College Student ID Cards are available online! You will need the Century Student ID at the library, fitness center and for any Math, English or Reading Labs.

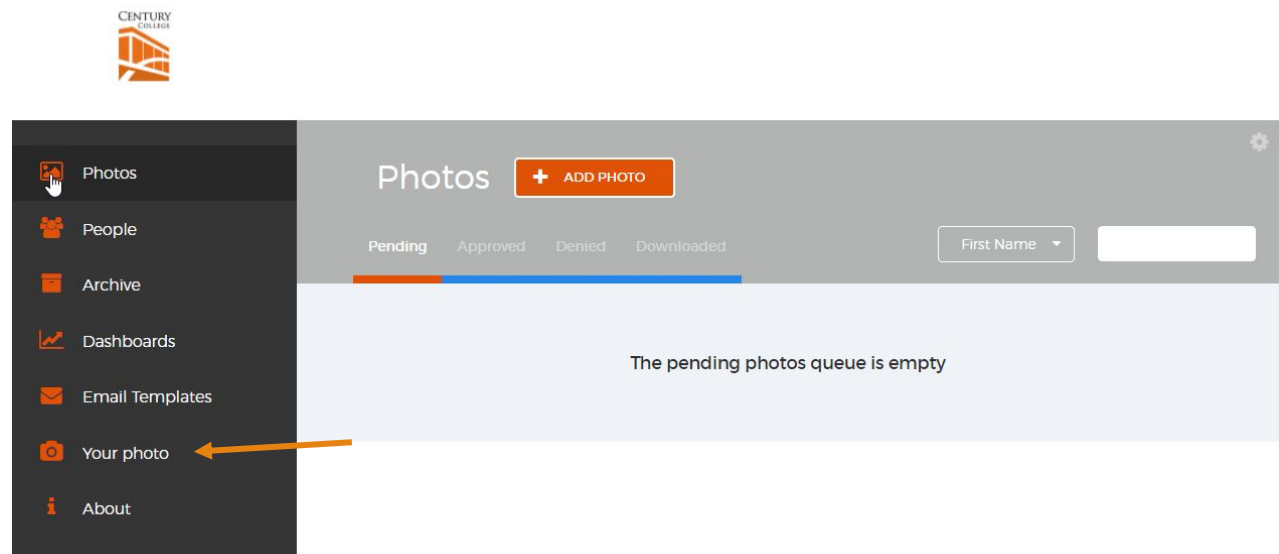
Click here to create your ID Card: [Create Student ID Card HERE!](#)

## STEP 1: Login!

Login using your StarID student email account and password.

## STEP 2: Your Photo

Click on 'Your Photo'



The screenshot displays the Century College Student ID Card management interface. On the left, a sidebar menu lists various options: Photos, People, Archive, Dashboards, Email Templates, Your photo, and About. An orange arrow points to the 'Your photo' option. The main content area shows the 'Photos' section with a '+ ADD PHOTO' button and a search bar. Below the search bar, there are tabs for 'Pending', 'Approved', 'Denied', and 'Downloaded'. The 'Pending' tab is selected, and the message 'The pending photos queue is empty' is displayed.

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## STEP 3: Upload Photo




[← Return to Admin](#)

### Photo Requirements

- ▶ Should be cropped slightly above head to middle of chest
- ▶ Should be taken against a plain, light background
- ▶ Must be a color photo
- ▶ Must not include sunglasses or hat
- ▶ Must be positioned directly facing the camera
- ▶ Eyes should be open and looking at the camera

Take or upload your ID photo.



Click here to upload your photo

[.jpg](#) [.png](#) [.gif](#)

You may also edit your existing photo [↗](#)

### NOTE: Photo Requirements

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## **STEP 4: APPROVAL**

Picture will be sent for approval. Once approved, you will be notified by email.

## **STEP 5: RECEIVE IN MAIL**

Your Century College Photo ID Card will be mailed to your permanent address listed in your student record.