UPLOAD YOUR PHOTO FOR YOUR ROWAN ID CARD

If you haven't already, please set up your Rowan network credentials at https://id.rowan.edu
After doing this, please follow the next few steps:

1. Go to rowan.edu/rowancard/
2. Scroll down and click on the box with the person on the laptop that says **"Upload Your Photo".**
3. Click **"Student & Staff Log In"** on the left and log in with your Rowan credentials.
4. Once you've successfully logged in, click on **"Personalize"** along the left side of the page.
5. Click on the **"Upload Your Photo"** link in the menu that appears.
6. Review the terms and conditions of the Online Photo Submission, then click on **"I accept the terms and conditions"** button. You must agree to the terms and conditions to proceed.
7. Under "Initial or Replacement Card Options", you MUST select **"Initial RowanCard"**.
8. Under "Please Indicate Your Primary Campus", you MUST select **"Stratford"**. Please note that you will select "Stratford" even if the Sewell Campus will be your primary campus. Your card will be generated on the Stratford campus, and you will pick up your card during the student stations during Orientation Week.
9. You will then select the image you wish to upload which will need to be a saved image on your device.
10. After you upload your photo, you will be prompted to do any cropping or rotating of the submitted photo. Once you are completed those actions click SAVE PHOTO and then click CONFIRM to submit the photo.
11. Once your photo is submitted you will receive an email from rowancard@rowan.edu of your successful submission and you will then receive an email once the photo has been approved or denied:
    - **Approved: you will receive a confirmation email that it has been approved.**
    - **Denied: you will receive an email with the reasons for denial with an upload link to re-submit your photo**

FOR FORMER GSBS STUDENTS
Please note if you are a former GSBS student, you will have a new card printed indicating that you are an SOM student. You are welcome to upload a new photo, or you can opt to keep the photo that was used previously. If you opt to keep the photo that was previously used, the process of printing your SOM card will not begin until you turn in your ID form. You are welcome to do this in advance of Orientation Week to ensure your ID is ready for pick up during the student stations.