

Instructions for uploading your NKU ID photo through the GET mobile app

Download the GET Mobile App on you smartphone

- Android: https://play.google.com/store/apps/details?id=com.cbord.get&hl=en_US
- Apple: <https://apps.apple.com/us/app/get-mobile/id844091049>

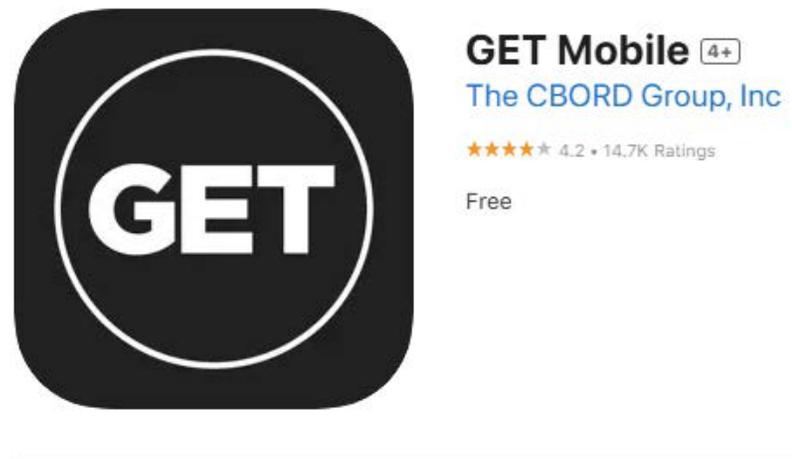
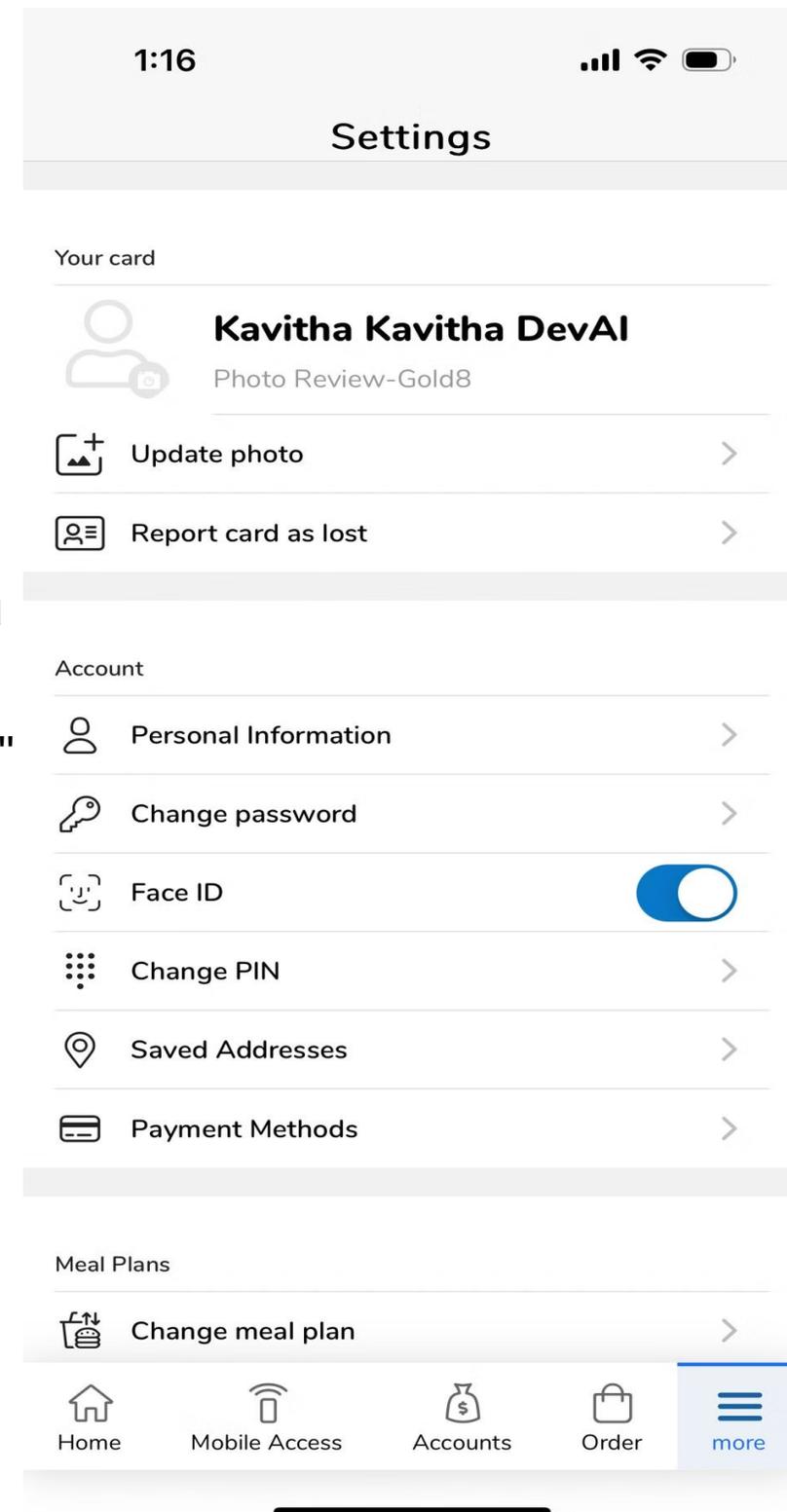


Photo Upload

To upload a new photo:

- **Use your Log In:** Log in to the GET Mobile app **using your NKU email address.**
- **Access Settings:** Go to the "More options" menu and select the settings tab.
- **Update Photo:** In settings, select "Update Photo" to begin the upload process.

❖ ***Please upload your photo at least one week prior to your orientation date.***



Government Issued ID Upload

Upload a photo of the front and back of your government issued ID.

- *You will not be able to upload a new photo without the step being completed.*

✕ Photo Upload

i A government issued ID is required to submit a new photo.
e.g., Passport, Driver's License, State ID

<p>Front of ID</p>  <p>UPLOAD</p>	<p>Back of ID</p>  <p>UPLOAD</p>
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i New photo is subject to admin approval!

<p>Current Photo</p> 	<p>New Photo</p>  <p>Upload</p>
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Submit Photo For Review

Upload Your Photo

Once you select "Update Photo," you'll be prompted to upload an image directly

Your photo must conform to the following guidelines:

- The photo must be taken with a plain, light-colored background.
- The photo must be in color with no other objects, people or inappropriate expressions.
- The photo must be cropped slightly above the head to the middle of the chest with the head and shoulders squarely facing the camera.
- The person must have eyes open and looking directly at the camera. No hats or sunglasses should be worn that obstruct the view of the face or top of the head.
- No red eye or flash reflection on glasses or contact lenses.
- No school photos or other copyrighted photos are permitted.

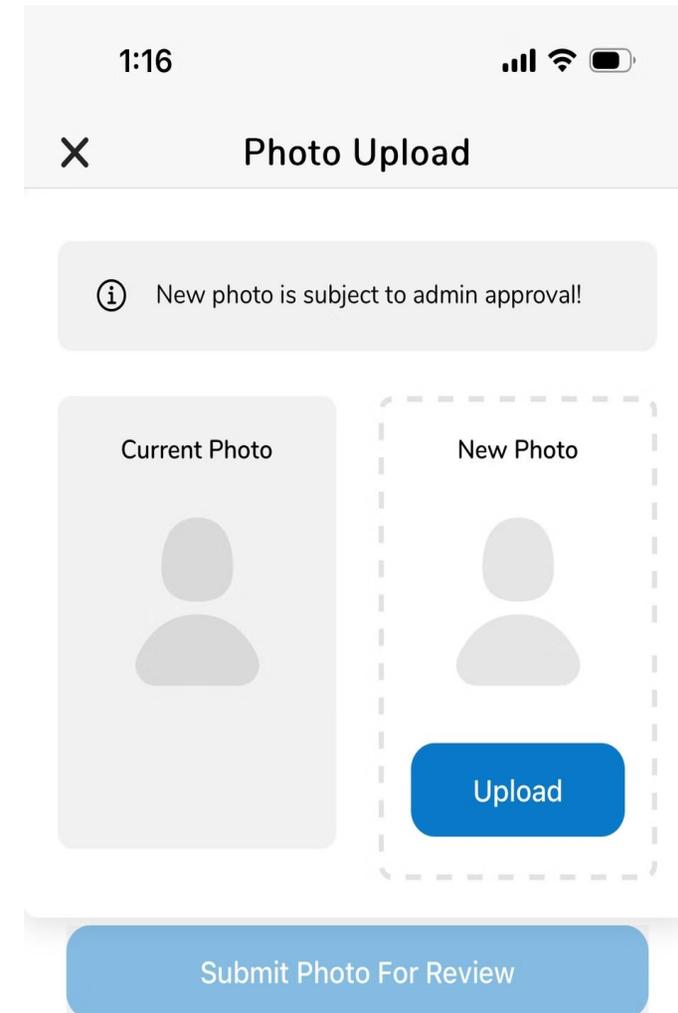


Photo Cropping

Once a User selects Choose existing photo and upload a photo, User is given an option to crop.

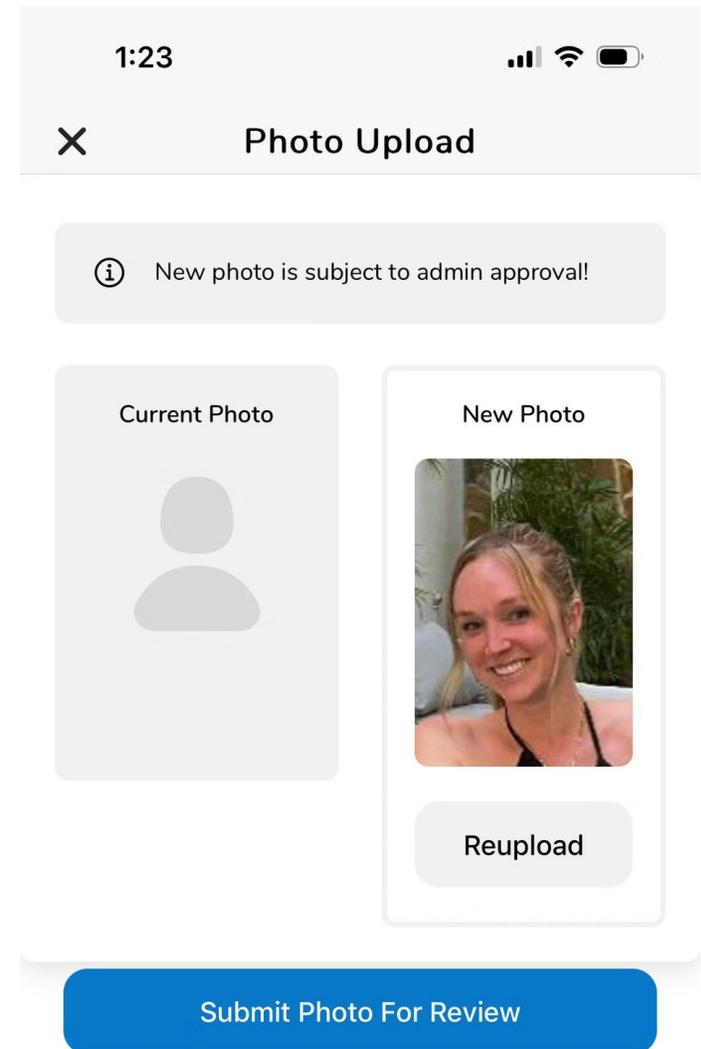
- The photo must be cropped slightly above the head to the middle of the chest with the head and shoulders squarely facing the camera



After successfully cropping their photo, the user can submit it for admin review.

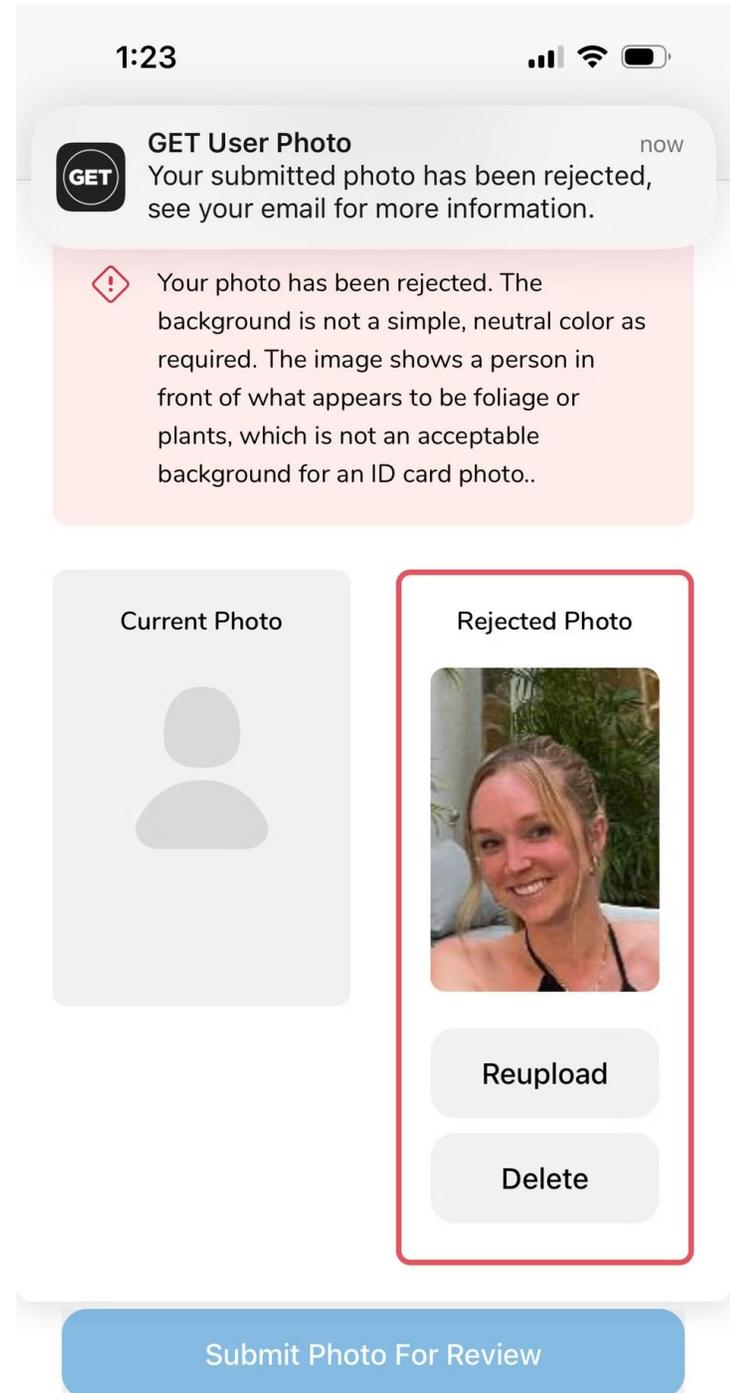
Clicking "Submit Photo for Review" will display the screen below.

- ***Be sure to check that your photo has been approved/accepted. You will receive an email notification confirmed if the photo has been accepted or rejected.***



Rejected Photo

This screenshot illustrates a rejected photo along with the reasons for its disapproval.

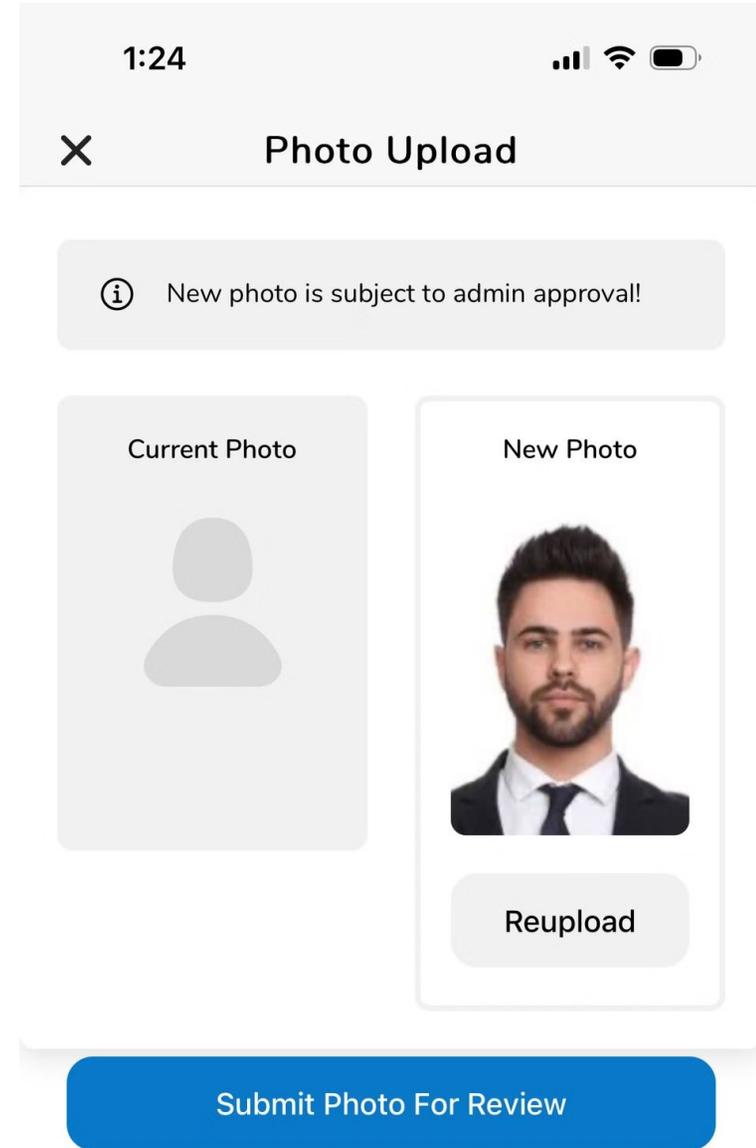


If the photo is rejected, the user can choose the Reload option to upload another picture that meets university standards.

Acceptable Photo Examples:



Unacceptable Photo Examples:



Upon successful photo upload, the new image will be reflected in your profile across both the GET app and the Cashless System. This ensures a consistent identity across all university platforms, streamlining access and enhancing user recognition, as illustrated below.

❖ ***If your photo has not been approved/accepted your student ID will not be printed***

