How to upload an ID card photograph:

- You must have a Felician University email and be able to log in with your Felician single sign on credentials. If you are a new student, you may not have received your email yet, please give it some time before you complete the following steps: **This process is only for first time students who previously have not had an ID card issued to them.**
- Logon to **https://felicianstudentlink.atriumcampus.com/**
- Select **"STUDENT/STAFF LOGIN"**
- You will then be prompted to login using your Student Felician email address and password.
- Once logged in select **"PERSONALIZE" for the** menu of options in the left column.
- Select "Upload Your Photo" and follow the specific instructions to upload a photo you want to have on your ID card.
- Please select your proper classification. Your ID card is valid for the entire time while you are at the University. You do not need a new ID card for each year. **PLEASE SAFEGUARD YOUR ID** as there is a replacement fee.
- **Do not punch a hole in the card or alter the ID card in any way, as the card will be deactivated**.

If you are having difficulty uploading your ID photo through the student hub, you can email the help desk at helpdesk@felician.edu

Please note the following photo requirements:

- The photo is for identification purposes and must contain the cardholder only (no family, friends, animals, objects, etc., are permitted).

- The cardholder must appear in normal street attire, without a hat, hood or dark glasses that obstruct a clear view of the face (unless required for religious or medical reasons).

- The photo must be in color.

- A solid white photo background is preferred. Off-white or light-colored backgrounds are acceptable.

- Photo must be from the top of shoulders to top of head with some blank space above the head, similar to a passport photo.

- You must be looking directly at the camera. Profile and angled images are not acceptable.

- The photo must be in focus, with sufficient lighting and background contrast to ensure that the cardholder is clearly visible.

- Card Services reserves the right to reject any photo that is not in compliance with these guidelines. A photo ID is required to pick up your campus ID card.