

# CCM ID Photo

You can easily submit the photo (on a white background) you would like included on your Titans Direct Account and on your CCM ID to [campuslife@ccm.edu](mailto:campuslife@ccm.edu).

After your photo has been approved, the image will be added to your CCM ID. When your CCM ID is ready to be picked up on campus, you will receive an email from [campuslife@ccm.edu](mailto:campuslife@ccm.edu) with instructions for picking up your CCM ID.

All students are required to wear a college-issued identification badge. The badge should be worn above the waist, with the front facing forward. CCM identification badges can be obtained from the Office of Campus Life following these instructions.

**All new students must register for classes before your photo will be approved.**

**Please Note:** Be sure to review the criteria and directions outlined below before submitting your photo.

## **Photo submission requirements:**

- Recent color photo
- Plain, white background
- Bright, even lighting
- Centered, frontal view of full face – no profile
- Cropped from just above the top of the head to the collarbone
- Eyes open and visible (wear prescription glasses if you normally do so)

## ***Acceptable Photo Example:***



## ***Unacceptable Photo***

- Hats, sunglasses or other items that obscure your face

- Glare on glasses, shadow
- Other visible people or objects in the photo
- Inappropriate expressions or gestures
- Professional photos, senior portraits or school photos
- Photos of photos

***Unacceptable Photo Example:***



**How to Submit Your Photo**

- You can submit your photo with a smartphone, tablet or a computer.
- Log in to your Student Email Account ([Help logging in](#))
- Take a photo using your device or upload an existing photo (must be .jpeg, .png., or .gif file)
- Submit photo by attaching it to an email with the subject line: Photo, to the Office of Campus Life: [campuslife@ccm.edu](mailto:campuslife@ccm.edu)
- You will be notified via email if your photo has been accepted or rejected.

**CCM ID Card Pick Up**

When your CCM ID is ready to be picked up on campus, you will receive an email from [campuslife@ccm.edu](mailto:campuslife@ccm.edu) with instructions for picking up your CCM ID.

**Returning Students Validation Stickers**

Validation stickers are available at the Campus Life Information Window, SCC 226

**On Campus Photos**

If you would prefer to come to campus to have your photo taken in person, come to the Office of Campus Life, SCC 226.

**All students must be in possession of a newly branded ID card to be on campus.**

**Questions:** Contact Campus Life at [campuslife@ccm.edu](mailto:campuslife@ccm.edu) or 973-328-5225.

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