Instructions for Submitting ID Badge Photograph

Incoming students are required to submit a badge photo through the Student Portal. After logging into the portal, the University links will appear on the left side and *Public Safety – Badge Picture Upload* is towards the bottom of the list. New students must submit a photograph no later than 2 weeks prior to orientation, or by July 27. The photo must meet the following requirements for approval:

• Color photo

• Background must be a solid color, preferably of a lighter shade

• Must be a frontal view, cropped from the shoulders up to include the full head. No side views.

• No other person or objects in the photo (eyeglasses are acceptable, no sunglasses or hats)

• Format can only be JPG or JPEG

• Any subsequent uploads will overwrite the previous one

• All replacement badges will incur a $15 replacement fee

If you are experiencing issues, please contact MUSC Department of Public Safety by email: badge-photo@musc.edu