

## GUIDE FOR OBTAINING A WASHBURN iCARD

### 1 Submit your photo

Log into [get.cbord.com/washburn](https://get.cbord.com/washburn) with your Washburn email and password or download the GET app with the QR code below and submit your photo. Follow the guidelines below for photo approval.



Login to GET

#### Photo Specifications – Do's and Don'ts

A current jpg head shot photo of the applicant that meets the photo specifications of the Washburn iCard office.

- Full color, clear with good contrast, WHITE background
- Taken within the past 6 months, showing current appearance.
- Do not send copyright photos (those made by a professional photographer)
- Centered, frontal view of full face and shoulders
- Unless worn daily for religious reasons, all hats or headgear should not be worn.
- Eye glasses are acceptable (no sunglasses)
- If articles/objects such as tinted glasses or religious articles are not visible in your government issued ID, they should not be worn for your photo.



If your photo is unacceptable, you will receive an e-mail reply from the iCard office and need to submit a new photo that meets the requirements. Unacceptable photos include those with other people or objects such as hats or sunglasses, inappropriate expressions or gestures, shadowing on the face, glare on glasses, and over cropping where the hairline or chin has been cropped out.

**By requesting this iCard, I agree to the Terms/Conditions on this website [www.washburn.edu/icard](http://www.washburn.edu/icard)**

