

## 2021 Photo ID Process\*

### Photo IDs for NEW STUDENTS ONLY

Welcome to Augusta Technical College! Incoming first semester and transfer students can submit their own picture for their ID card! Students will now submit a photo online prior to the beginning of the semester. Once produced, your ID will be mailed to you at the address provided to the college.

### How to Submit Your Photo

1. Go the Augusta Tech website at [www.augustatech.edu](http://www.augustatech.edu).
2. Login to your Smartweb e-mail account
3. Email your photo as an attachment to [studentactivities@augustatech.edu](mailto:studentactivities@augustatech.edu) and include the semester term in the in the subject line.
4. IMPORTANT: Include your name, your 900-number and your complete mailing address with zip code along with your photo.

### ID Card Photo Requirements

- Your photo must be of your full face, head and shoulders, squarely facing the camera.
- Your photo MUST be taken against a plain background (light colored background is preferred). Photos without a plain colored background will not be accepted.
- Save your color photo in a jpeg format.
- Make sure your eyes are open and visible.
- Make sure there are no shadows over your face.
- Photo must not be copyrighted or watermarked.
- No filters or altered pictures.
- No hats, hoods, or other headwear.
- Pictures of photographs or ID photographs (ie: driver's license, passport, other school ID, etc.) and screenshot photos will not be accepted.

### Returning Students

Current/continuing students who already have a photo ID may pick up a validation sticker at the Campus Store and Student Accounts Office on the Augusta Campus and at the Admissions Office on their respective branch campuses.

### Lost/Replacement IDs

If a student has lost his/her ID, it can be replaced for a cost of \$5. After paying the fee at the Student Accounts Office, students should email a copy of the receipt (PDF or JPEG format for the receipt) and a photo to [studentactivities@augustatech.edu](mailto:studentactivities@augustatech.edu) with their request for a replacement ID.

### IMPORTANT NOTE:

When your ID has been produced, then you will receive communication as regards mailing or pick up.

*\*This is the current college photo id process. Please check Smartweb regularly for deadline dates or changes in the process.*