Mid-Plains Campus Card
PHOTO SUBMISSION

Your Mid-Plains Campus Card requires a photo to be included as part of your identification. Our online photo submission process allows you to quickly and easily submit a photo of your choice, online and from the comfort of your own home.

DEADLINE FOR STUDENTS LIVING ON-CAMPUS:
Submit a photo is 5 days prior to move-in day. If your online photo submission is not received in time, you will need to visit the card office in Learning Commons once you arrive.

DEADLINE FOR STUDENTS LIVING OFF-CAMPUS:
Allow 24-hours after submitting your online photo before visiting the card office in Learning Commons to pick it up. If you are attending an orientation and have submitted your online photo 24-hours in advance, your Mid-Plains Campus Card will be available for pickup that day.

Transact eAccounts App Set Up
• Download Transact eAccounts (in Google app store or Apple store)
• Slide three times to get started
• Search Mid-Plains Community College and select
• Select Azure AD
• Login with your MPCC CampusWeb login (Full email) & (Password)

Photo Submission from App
• Click the gear in the top right
• Second from the bottom, select Submit ID Photo
• Click Get Started
• Agree to the campus policy
• Click on the cloud to upload your photo
• Select a Photo that meets our guidelines and submit*

*It may say that your photo is declined and does not meet the requirements. Please do not submit a second photo until you are contacted by a card services staff member from the Learning Commons.

Please keep an eye on your junk mail for approval of your photos.

Photo Submission from a Desktop or Tablet:
Visit: www.mpcc.edu/financial-services/mid-plains-campus-card
• Click access your eAccount button
• Click sign in. If on-campus, this link is connected via Single Sign-on and will direct you to the next step. If off-campus it will prompt for your campus email and password. Type them and click NEXT
• Click Profile on the upper blue banner
• Within the section Personal Information near the top is a link to Submit a new photo
• Agree to the terms
• Click the cloud to upload your photo
• Select Photo that meets our guidelines and submit

Questions? Email CampusCardServices@mpcc.edu or visit the circulation desk in Learning Commons located in both McCook and North Platte.
PHOTO EXAMPLE
We'll need a recent color photo with a plain, neutral background (white, off-white, cream, beige, light gray). You can use a senior picture, but it has to be facing forward.

Note: Taking a photo with most smart phones/devices works well.

Tips for submitting an acceptable photo:

DO

• Current color photo in focus, without any added effects
• Neutral color and preferred smooth background
• Centered and front view of full face
• Cropped from just above the top of the head to the collarbone
• Proper lighting
• Eyes open and visible, looking at the camera
• Wear prescription glasses if you normally do so
• .jpg format, between 300KB to 2MB

DON’T

• Wear hats, sunglasses or other items that obscure the face*
• Glare on glasses; closed eyes
• Eyes looking down or to either side
• Shadows on the face
• No other visible people, pets or objects
• Inappropriate expressions
• Group Photos
• Blurry Photos
• Black and White photos
• Photos with your hand resting on your face
• Crop off the top of your head or side angle your face
• Photos taken more than six months ago

*Head coverings are acceptable due to religious beliefs, provided the head covering shows a full front view of the face, does not cast a shadow onto the face, shows an overall pattern in the fabric or material (not a graphic design). Adequate documentation for the person wearing a traditional facemask or veil is requested.