QUICK GUIDE
MyPhoto Website

BUCKID

This guide is to help navigate the steps of the MyPhoto website for your official university BuckID. Please make sure to read each step before getting started.

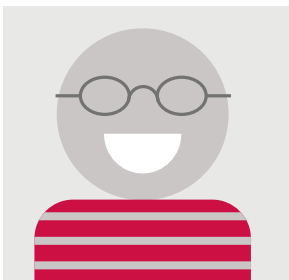For questions and information, contact
buckidcardservices@osu.edu

STEP 1

Take Your Photo

Have someone take a passport style photo of you in front of a light, solid color background.

When taking your photo, remember:

- The photo should only contain your face, from your shoulders to just above the top of your head
- Face the camera directly with your full face in view
- The photo must be clear and of good quality (i.e. not blurry or pixelated)
- No hats, headbands or sunglasses
- Head coverings are allowed only if worn for religious purposes
- Eyeglasses should be worn if normally used

STEPS 2-4

Visit myphoto.osu.edu

Follow the on-screen prompts.

Select program type.

- Freshman attending the Columbus Campus should select "Undergraduate Orientation"
- Other students will select based on instructions from BuckID, their campus or their department (Ohio State Online / ODEE, Nursing, Fisher WPMBA, etc.)

Upload your photo.

- Steps 3 and 4 will allow you to adjust and preview your photo before continuing

STEPS 5-7

Upload a scan or photo of your Government ID

Driver License, State ID or Passport are valid.

- The ID must be completely legible and include a photo.
- Steps 6 and 7 will allow you to adjust and preview your Government ID.

STEP 8

Sign your name in the signature block

This signature will be printed on your BuckID.

Brutus Buckeye

STEP 9

Finalize your ID

BuckID will review your submission within 14 days of submission, and you will receive a notification of the status of your submission via email.

You will pick up your BuckID when you arrive to campus this autumn.

- If you are a fully online student, your BuckID will be mailed to the permanent address currently on file with the university.

THE OHIO STATE UNIVERSITY
OFFICE OF STUDENT LIFE