



NGU ID CARD POLICY

North Greenville University issues identification cards to students, employees, and others associated with the university to verify their identity and manage their access to university services and facilities. Your NGU ID card will serve as your official university identification and must be carried at all times while on campus. It will provide access to residence halls, dining locations, library privileges, and the Campus Store. All ID photos are submitted online.

Lost NGU ID cards may be returned to NGU Card Services located in CMSE 133 in the Tingle Student Center.

Below is a list of those who are entitled to an ID card for all North Greenville University campuses:

Tigerville Campus

- Main campus students who are enrolled and in attendance at the university
- Employees
- University students (Online, Dual Enrollment, Teacher Cadets) by request
- Sponsored vendors with departmental approval

Greer Campus

- Students who are enrolled and in attendance at the university
- Employees

Impact 360 Campus

- Students who are enrolled and in attendance at the university
- Full-time employees

A cardholder may only possess one NGU ID card.

REASON FOR POLICY

To affirm the NGU ID card as the official identification for students, employees, and other individuals sponsored by the university, as well as to provide clarity on how the NGU ID card is issued, replaced, used, and managed.

PHOTO SUBMISSION

Students will access the Online Photo Submission portal through an email invite from NGU Card Services hello@onlinephotosubmission.com. Each student will receive a unique invite which will enable a secure photo upload.

1. Click the link to Submit your Photo.
2. You will be directed to a secure web page to upload your ID photo. Do not email your photo to NGU Card Services.
3. Submitted photos must meet the following requirements:
 - Should be cropped slightly above head to the middle of the chest
 - Should be taken against a plain, light background
 - Must be a color photo
 - Must not include sunglasses, hat, or headphones
 - Must be positioned directly facing the camera
 - Eyes should be open and looking at the camera
4. Photos that do not meet these requirements must be retaken. NGU Card Services will email you with approval or next steps if your photo cannot be used.

Once submitted, your photo will be reviewed for approval.

5. Once your photo is submitted and approved, you cannot submit another photo. If you would like a new or different photo on your ID card, please schedule an appointment to visit NGU Card Services in Tingle Student Center.

We reserve the right to refuse to use any photo that we deem inappropriate.

NEW STUDENTS

If you are a new student starting at the university, an NGU ID card will be automatically produced once your submitted photo is approved. You will receive your ID at the start of your first semester. We ask that students starting classes in the Fall submit their photos before July 22, and those starting in the Spring semester submit their photos by January 2.

NEW FACULTY/STAFF

If you are a new Faculty/Staff member, first schedule an appointment [online](#). Select NEW EMPLOYEE. Select a date and time. A Card Services representative will contact you with additional details. You will be notified via email when your card is ready for pick up in the CMSE office suite in Tingle Student Center.

CURRENT STUDENTS

Students in need of a replacement ID may schedule an appointment [online](#). Select REPLACEMENT ID. Select a date and time. A \$35 fee will be charged to their student account. Instructions on how to pick up new cards will be communicated via email. If you have a damaged card, please bring it with you when picking up your new ID to have the fee waived.

CURRENT FACULTY/STAFF

Faculty or staff in need of a replacement ID may schedule an appointment [online](#). Select REPLACEMENT ID. Select a date and time. Instructions on how to pick up your card will be communicated via email.

ISSUE TYPES

When scheduling an appointment, here is the type of info to select:

- NEW EMPLOYEE – you have never had an NGU ID and you are requesting your first card to be printed.
- REPLACEMENT ID – You still have your NGU ID in your possession, but the card is damaged or not working. OR, you have lost your NGU ID and need a new one to be printed.

Do not punch a hole in your NGU ID card, it will damage the card and a replacement card will need to be purchased. Cardholders are responsible for the care and safekeeping of the NGU ID cards.