

Submitting your Texan Card Photo to Tarleton State University

Your Texan Card is the official identification card for Tarleton State University.

All students, faculty and staff are required to carry their Texan Card on campus. It provides you with access to residence halls, meal plans, printing, The Rec and more.

Learn more about your Texan Card at www.tarleton.edu/texancard



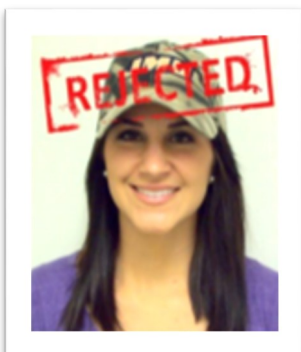
Submitting a Photo

Follow these guidelines to submit an acceptable photo:

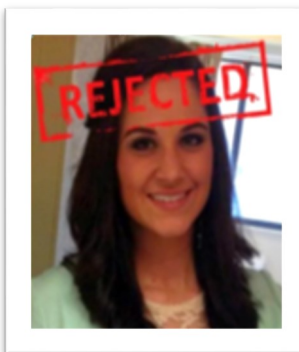
- Your photo must clearly identify YOU. Your entire head and shoulders must be visible, with space between your head and the top of the photo.
- JPEG format
- In color and have a solid white background
- Taken within the last six months
- Facing forward, looking directly into the camera
- Show only you in the photo
- Pixel size must be larger than 120 x 90 and file size must be between 15 KB and 1 MB

Your Photo Must NOT have:

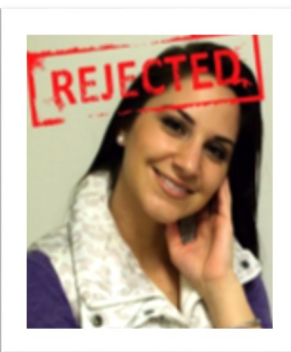
- Items touching face such as props or hands making gestures
- Glares or reflections, especially from glasses
- Jewelry or garments obstructing view of face
- Hats or sunglasses



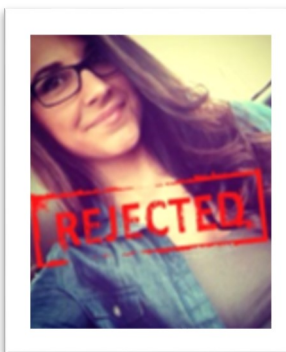
No hats



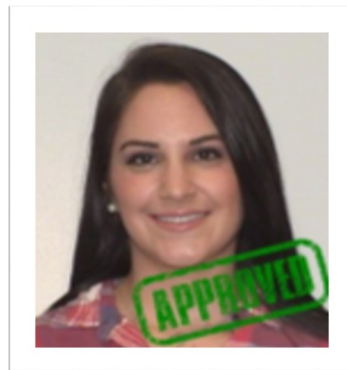
Solid white background required



No side profiles

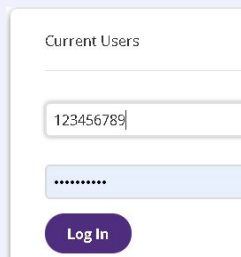


No angled selfies



How to Submit Your Photo

- 1** Login at <https://txncdweb.tarleton.edu/> using your NTNET credentials.



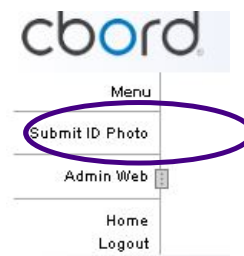
Current Users

123456789

.....

Log In

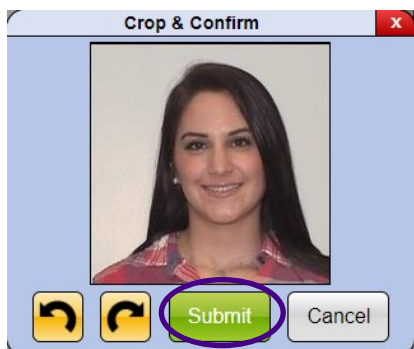
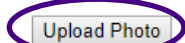
- 2** Click Submit ID Photo



- 3** Upload a Photo that follows the guidelines

Upload a New Photo

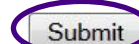
Select a photo you would like to submit for approval, or [view your pictures](#).



- 4** Submit Photo for Approval



Submit this photo for approval?



Your photo is now pending approval. You will receive an email to your go.tarleton.edu email if your photo has been rejected.



- 5** Upload your valid government issued ID



Upload Identification

Please provide an image of your drivers license, passport, or other government issued photo ID. We are unable to process your Texan Card until this is received.

Image File Upload

Choose File Drivers license.jpg

Watch our website for information regarding Texan Card distribution.

Submitted images will be used for identification purposes and in The Grassburr. Card Services reserves the right to refuse any image that does not adhere to the standards.

Texan Card Services
Thompson Student Center
Suite 212, Box T-0910
Stephenville, TX 76402
Phone: 254-968-1880
www.tarleton.edu/card