A student ID is an important tool for you at FSU. You will need it to enter buildings and certain rooms on campus, eat at the dining facilities, use the library, and show as identification. You will need your ID to move into the residence halls during the anticipated move-in period, please submit your photo by August 13, 2021.

Framingham State University will be utilizing an online photo submission system to obtain photos for incoming student ID cards for Fall 2021. Please review the instructions below to access the photo submission system.

Before you begin, you will need two different photos:

1. A front facing photo of yourself from the top of the shoulders up to the top of your head.
   A. Photo should be taken against a plain, light background.
   B. Must be a color photo.
   C. Must not include accessories that obstruct the face, such as sunglasses or hats.
   D. Eyes should be open and looking at the camera.
   E. Photo should only be of yourself, no other individuals or pets.

2. A photo of a government issued photo ID so that we may validate that your ID photo belongs to you.
   A. Examples of valid ID’s: driver’s license, state issued ID, military ID, passport, permanent resident/alien card, employment authorization document etc.

Photo Submission Process:

1. Login to the University’s portal at https://my.framingham.edu.
2. In the upper left select "students" then "student life"
3. Click the “FSU Dining” icon.
4. Select the upper right menu.
5. Select "Ram Cash" from the menu.

**RAM Cash**

For Students, Faculty & Staff

1. Access the [Blackboard Transact eAccounts Portal](https://my.framingham.edu)
2. Select your Sign In Realm
3. Login with your campus username and password

*Please note that all deposits are non-refundable*
3. Login to the dining portal using your FSU username and password.

![Login Screen](image)

4. Select “Profile” from the top menu bar.

![Profile Menu](image)

5. You will need to update your E-Mail address. Please enter your @student.framingham.edu E-Mail address along with your first and last name. When done select “update” in the lower right of the page. This information may already be populated for you.

![Personal Information](image)
6. Once updated, you will be presented with the option to select the “Click to submit a new photo” link.

7. You will be presented with some additional information and the terms of service. Please review this information and click the “I accept the terms and conditions” button.

8. You will be presented with a box to upload your ID photo submission. You may drag the photo file or click on the corresponding file format to select the file. .jpg, .png and .gif files are acceptable file formats for your photo.

There will be a short processing time when your photo is added. Any issues will be pointed out to you and you will have the opportunity to upload another photo or make changes to the current one. Select “Next”.
9. You will now be asked to upload a photo of a government issued ID. Acceptable options are listed at the beginning of this document.

If these images are acceptable then you may click the “Submit & Sign Out” button. Your submission will be reviewed by the FSU ID Office and you will be contacted if there are any issues or if any further information is required.

If accepted your photo will be used to generate your FSU ID card.

Resident student ID’s will be provided to the housing teams prior to the move-in process. Resident students will retrieve their ID at the time of check-in from residence life.

Incoming commuter freshman will receive an additional communication from the ID office with details of the commuter ID card distribution process.

If you experience any technical issues, please contact the Information Technology Services office at 508-215-5906 or at IT@framingham.edu. If you have any general questions please contact the FSU ID Office at 508-626-4015 or at idoffice@framingham.edu.

We look forward to meeting you in person when you come to campus.

Kashem Chowdhury
ID Office Manager