



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 before your “Taking Care of Business” date or before Orientation.

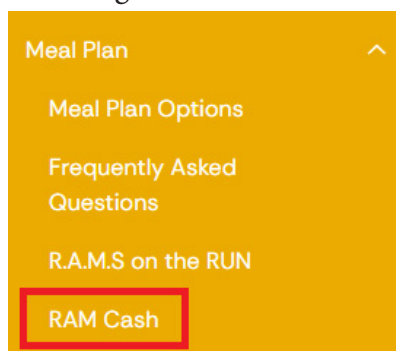
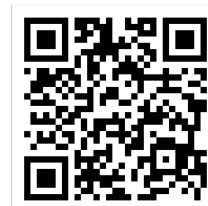
Framingham State University will be utilizing an online photo submission system, through our dining services website, to obtain photos for incoming student ID cards for the upcoming Academic Year. **NOTE:** You do not need to be using our Dining Services or purchasing a meal plan to submit a photo for your ID. 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. Visit the main University Dining Service website at <https://framingham.sodexomyway.com> or scan the QR Code for quick access.
2. In the upper right select the “menu” icon.
3. On the left side select “Ram Cash” from the “Meal Plan” menu.
4. Click the “Blackboard Transact eAccounts Portal” link to login.



## For Students, Parents, Guests, Faculty & Staff

1. Access the **[Blackboard Transact eAccounts Portal](#)**
2. Click on “Make a guest deposit” (9-Digit Student ID Required)

3. Login to the dining portal using your FSU username and password.

Please log in with your campus username and password.

Sign In Realm

Username

Password

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

Accounts Card Services **Profile**

Account Summary Account Transactions Board Transactions Account Statements

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

Changes to your personal information are not saved until you click "Update" below.

**Sign-In Realm**  
Student

[Please set your profile Email Address](#)

Email Address

First/Given Name

Middle Name

Last/Family Name

Gender


Address Line 1

Address Line 2

6. Once updated, you will be presented with the option to select the “Click to submit a new photo” link.

## Personal Information

Changes to your personal information are not saved until you click “Update” below.



Sign-In Realm  
Student

[Click to submit a new photo](#)

Email Address  
fsustudent@student.framingham.edu

First/Given Name  
FSU

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.



### Terms & Conditions

Please carefully read and accept the following terms and conditions to use Online Photo Submission.

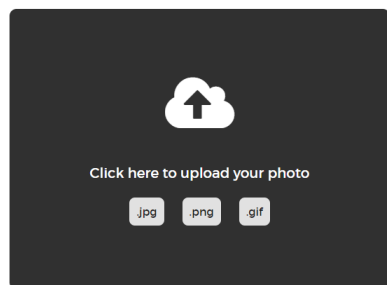
Welcome to the photo submission system for Framingham State University! This system is currently only being offered to Incoming freshmen for the Fall 2020 semester. You will be asked to upload a clear face focused photo for your student ID card. You will then be required to upload a photo of a government issued photo ID or document (ID card, driver's license, passport etc.), so that we may verify your identity with the photo you provide.

By clicking the button below, you also agree to follow the Transact Campus [Terms of Service](#) and [Privacy Policy](#).

[I accept the terms and conditions](#)

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.

Take or upload your ID photo.



Next upload your  
**Identify Verification**

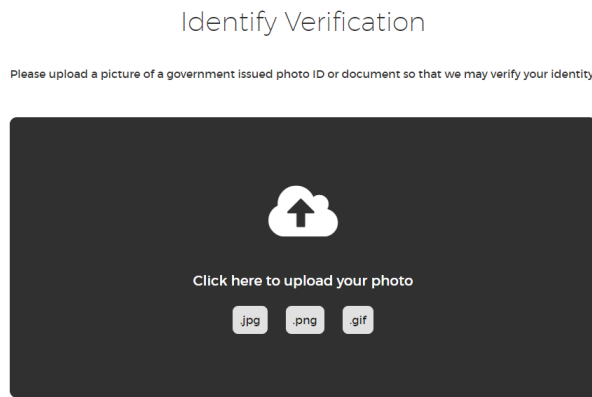


Your photo looks great. We'll send you an email if we need anything else.

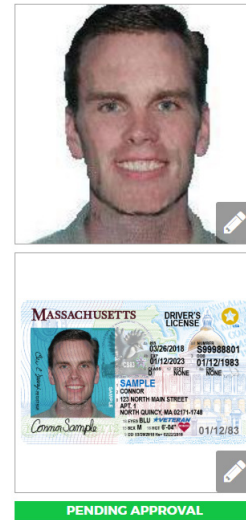
[NEXT](#)

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.



You're Done!



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.

### **ID Pick Up:**

All students can pick up their IDs at the Summer Taking Care of Business Sessions held by the Orientation Office. If you cannot attend a Taking Care of Business Session, you can pick up your ID card at Move-in or Orientation check in. Additionally you may visit the Framingham State University Police Department on the first floor of the McCarthy Campus Center to pick up IDs any time during business hours.

The ID office will not mail or deliver any student ID cards. IDs must be picked up by the person for whom the ID is being issued to. You may not ask someone to pick your ID up for you.

If you have any questions please contact the FSU ID Office at 508-626-4015 or at [IDoffice@framingham.edu](mailto:IDoffice@framingham.edu). If you experience any technical issues please contact the Information Technology Services office at 508-215-5906 or at [IT@framingham.edu](mailto:IT@framingham.edu).

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

FSU ID Office