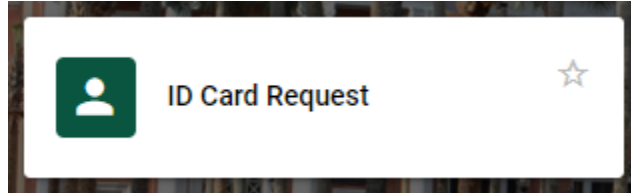# STETSON UNIVERSITY

To request your Hatter ID Card:

1. Log into your my.stetson portal and scroll down until you see the ID Card Request tile. Click on the tile.

   a.

2. Select your Campus (DeLand)
3. Select your Status with the University (Student First ID, Student Replacement ID, Faculty, Staff, Adjunct, Contract Employee)
4. Upload your picture – If you don't upload a picture, you'll need to visit the Hatter1Card Office on the First Floor in the Rinker Welcome Center M-F 8;-4:30 to take a picture.
5. Click Submit

Your ID card will be waiting for you to pick up in the Hatter1Card Office, located in the Rinker Welcome Center, first floor, Mon – Fri 8:00 – 4:30 pm

Photos must meet the following criteria:

- The file format must be BMP or JPG.
- Photos must be in color.
- Taken within the last six months to reflect your current appearance.
- Please dress professionally, preferably in a collared shirt.
- Taken in front of a background of neutral color.
- Submitted photos must be at least 400x400 pixels and square. Larger photos will resized and cropped as needed.
- If you do not provide a picture you will have to come in person to take a picture at Hatter1Card Office first floor Rinker welcome center.
- Taken in such a way that no article of clothing, jewelry, eye/sunglasses, etc. are positioned such that they obscure your face.