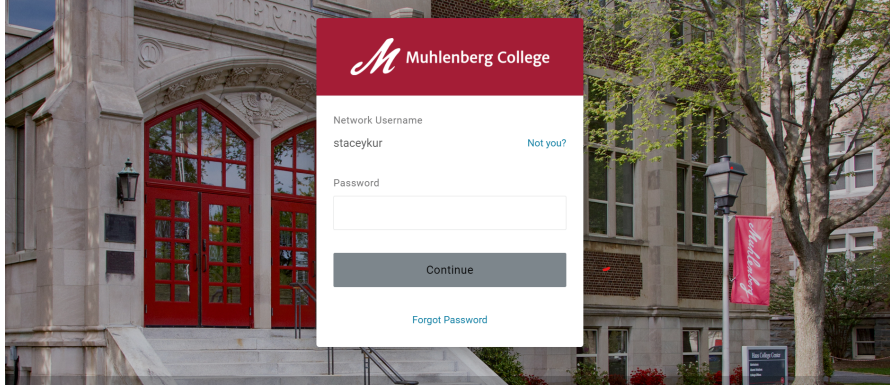
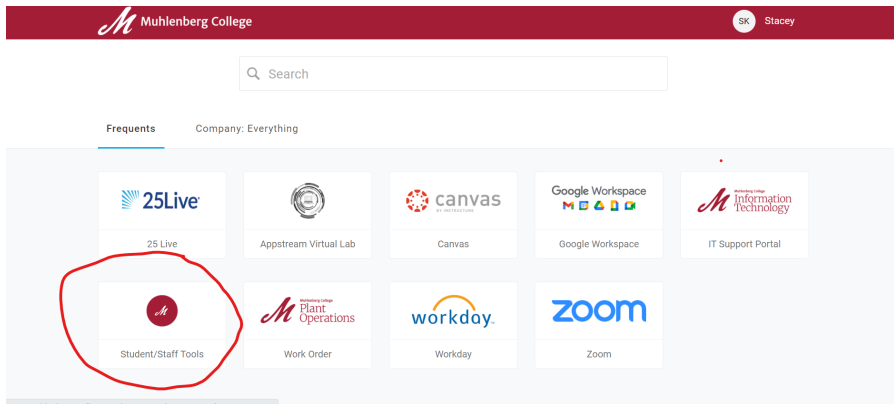


# Process for Updating/Replacement for Faculty/Staff/Students to Berg ID Cards

Login to One Login.

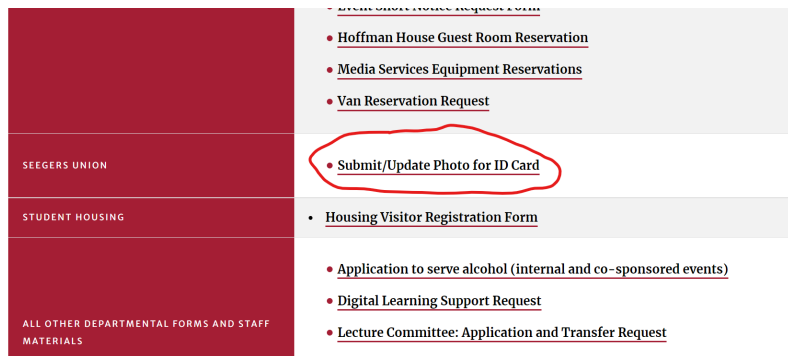


Click on the tile Student/ Staff Tools.

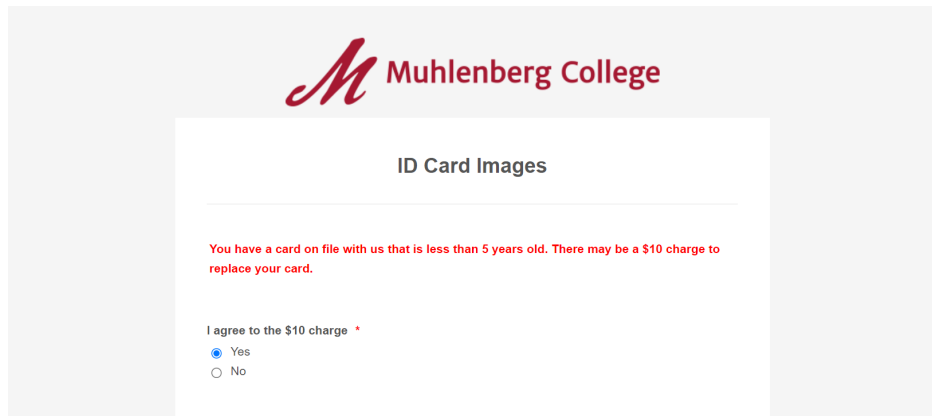


Scroll down to Seegers Union

Click on Submit/Update Photo for ID



Click Yes. If the Berg ID is lost, stolen or damaged there is a \$25.00 fee for the replacement. You can pay for your replacement ID when you pick it up. We accept Cash, Check or Credit Card.



Muhlenberg College

ID Card Images

You have a card on file with us that is less than 5 years old. There may be a \$10 charge to replace your card.

I agree to the \$10 charge \*

Yes

No

- In order to upload your image, please ensure the following:
  - Photo must have a uniform light-colored background - passport style photos are best!
  - Image in the photo must be recent - taken within the last 6 months.
  - Photo must have proper lighting with no shadows or glares.
  - Eyes are visible and open with no sunglasses, hats or other items that obscure the face
  - No filters
  - Must be a full-face view with top of shoulders up to top of head
  - Do not wear a hat or head covering unless worn daily for religious or medical purposes
  - Any jewelry worn must not obscure your face
  - Do not wear headphones
  - Student/Staff/Faculty must be the only person in the picture with no other objects in the photo (ex. hands, doors, or trees).

We will receive your photo and it will be approved or denied. Once the photo is approved, we will print your ID card and email you to let you know when you are able to pick up your Berg Id. Berg ID Cards will be ready in 24-48 Hours. If the photo is denied you will need to submit another photo.

If you have any questions please email [teamseegers@muhlenberg.edu](mailto:teamseegers@muhlenberg.edu) or call 484-664-3494