



# MSOE ID Card / Raider Card



ID Office location:  
Room 319 Student Life & Campus Center  
8:00 am – 4:30 pm  
Monday through Friday

## Welcome Week attendees:

### You have two options for getting your ID card

Submit your ID photo through ManageMyID

**-OR-**

Stand in line, have your picture taken, then wait to have your card printed at the ID Card Office.

*We encourage you to submit your ID photo through the web site. This will ensure you have a photo you like and the cards will be printed and ready for pickup on the day you come to campus (move in to residence halls). We will require a photo ID when picking up your ID to ensure the correct ID is given to you.*

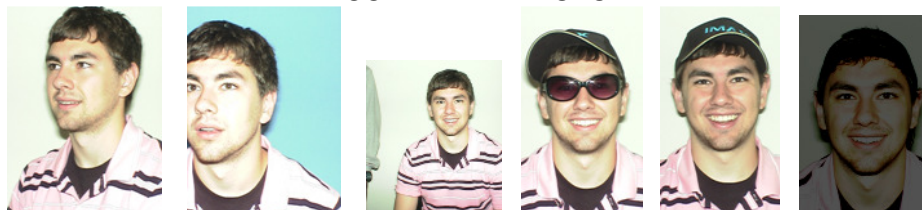
## **SUBMIT ID CARD PHOTO through ManageMyID web site:**

**Please read the following guidelines and make sure your picture will be appropriate.**

- Current color photo
- White or off white smooth background
- You must be looking straight at the camera (no side profiles)
- No borders on the photo
- File format must be .jpg
- Image size 300 pixels x 300 pixels
- File cannot exceed 50KB
- No hat or sunglasses or anything that will obstruct the view of your face
- Only you in the photo



**ACCEPTABLE PHOTO**



**NOT ACCEPTABLE**

- The ID Office reserves the right to refuse any photo that does not meet the requirements.
- You will be notified by email if your photo is refused.
- If you have difficulty submitting your photo, please contact the **IT Help Desk by calling: (800)-332-6763 and ask for the IT Help Desk or extension 7288**



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**MSOE ID Information:** Once enrolled for classes at MSOE, you get your **first ID card free**. Lost ID cards are replaced at a cost of \$10.00. ID cards that stop functioning due to wear and tear are replaced free as long as you bring the ID card with you to the ID Card Office. You can mark your ID Card lost from ManageMyID (MMID). You can also mark your ID Card Found! **There is no hole punching on the MSOE ID Cards. A fee of \$10.00 will result.** The Bookstore has various holders for the ID Cards.

**Steps for using ManageMyID (MMID):** <https://msoe.managemyid.com/student/login.php>

## How to Register for MMID Site:

Click <here> to sign up!

The **REGISTER** page is displayed.

- 1) Enter the following information on the Register page:
  - **Student ID:** Enter '000' plus your MSOE student ID number. Your ID number is usually 6 digits, so a total of 9 numbers would be entered. (Ex: 000123456)
  - **First Name:** Enter your first name.
  - **Middle Name:** Enter your middle name, middle initial or leave blank.
  - **Last Name:** Enter your last name.
  - **Email:** Enter your MSOE email address. Your email address will be your login username.
  - **Re-enter Email:** Re-enter your MSOE email address.
  - **Password:** Enter your password. Your password must contain the following types of characters: uppercase, lowercase, number, and punctuation/symbol.
  - **Re-enter Password:** Re-enter your password.
  - **Password Hint:** Enter a password hint that you can answer if you forget your password (example: your initials plus your student ID number)
  - **Click on <Submit>.**
    - NOTE:** If you enter information that the system does not recognize, a message is displayed at the bottom of the page. Enter the correct information and click <Submit>.
- 2) Click <Agree>. The **REGISTER** page displays a message stating that you have successfully completed the first step of registration.
- 3) Close the window and open the **Welcome to ManageMyID email** that was sent to your email address to complete the registration process.
- 4) Click the **User Confirmation** link in the **Welcome to ManageMyID email**. The **REGISTRATION CONFIRMATION** page is displayed
- 5) Click the '**Click to login**' link to log in to ManageMyID.



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## LOG IN to ManageMyId

- From a Web browser, enter the ManageMyID Web address, <https://msoe.managemyid.com/student/login.php>.
- Enter the following information:
  - Email Address:** Enter your MSOE email address.
  - Password:** Enter your login password.

**NOTE:** If you cannot remember your password, click the **Forgot My Password** link at the bottom of the page and enter your email address; your password hint will be sent to your email address.

- Click **Log In**. The **CURRENT BALANCE** page is displayed.
- Select the Submit ID Photo button from the left menu.

## How to Submit an ID Photo in ManageMyID:

### Submit an ID Photo

Use the following procedure to submit an ID photo for approval:

- Click the **SUBMIT ID PHOTO** option. If this is the first time you are submitting a photo for approval, the **Current ID Photo** box will be blank.
- Click the **Browse** button next to the **Image File** field. The **Choose file** screen is displayed.
- Locate and select the photo you want to submit, and click **Open**. The image file path is displayed in the **Image File** field on the **SUBMIT ID PHOTO** page.
- Click **Upload**. The photo you selected is displayed below the **Image File** field.  
**NOTE:** Click **Cancel** to cancel the upload process and exit the **SUBMIT ID PHOTO** option.
- Click **<Submit>** to submit the selected photo for approval. The following message is displayed, along with a link to view your submitted photos.  
***'Your photo has been submitted.'***
- Click the **View your submitted photos** link. The photo that you uploaded and submitted for approval is displayed on the **MY PHOTOS** page with a **Pending** status.
- Your submitted photo will be reviewed by the administrator and accepted or rejected:
- If the photo is rejected, the photo will be displayed with a **Rejected** status on the **MY PHOTOS** page and will include a rejection reason (for example, Low Quality). You can click **Delete** to remove the rejected photo and upload another photo for approval.