

## How to Obtain Concurrent Student IDs

### Best method:

Bring your class to ATU for a campus tour. Your students will go to the Office of Student Accounts to obtain their ID as part of their tour. To schedule a tour, please contact Jana Crouch at (479) 356-2188 or via email at [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu). Students will be required to bring a photo ID such as their driver's license and must be registered in concurrent classes for the present term in order to obtain their student ID.

### Other options:

You can take your students' pictures and upload them into a shared file utilizing your ATU Office 365 OneDrive account. To access the file, go to mail.atu.edu and log in with your OneTech username and password. Click on Office 365, then OneDrive. There is a shared folder with your name to upload your class pictures in. Each picture you upload must have the student's full name and their T# as the file name.

### OR

Upload your students' pictures on a USB drive and mail it directly to me. Each picture must have the student's full name and T# as the file name.

### Pictures must meet the following policy to be used to make their student ID:

- Unaltered/unedited picture taken recently
- Solid-colored, light, plain backdrop (not white or dark)
- Full face view directly facing the camera, nothing obscuring the face (no hats or sunglasses)
- Smiling or neutral facial expression with both eyes open
- Individual photo with no other people/things/animals
- Format must be **.jpg, .jpeg, .png, .gif, or .bmp** at least **300px by 300px** in size or 3cm by 3cm
- Maximum file size for any image used is **8 MB!**

### Items to Note:

- Students with an existing ID will not need to get a new one
- Please stress to your students that there is a \$25 fee to replacement fee if they lose or destroy their ID (if they come to ATU after they graduate, they can trade in their concurrent ID for a new one for free)
- Need ID to get into ATU games/events at no charge
- For students in multiple classes, their picture should be uploaded for one class only
- **Students must be registered in classes in order to have their ID made.**