

How To: Complete Orientation Photo ID Request

1. To begin the process, **scan** the QR Code or **visit CSUB Photo ID Form**



The screenshot shows the 'Photo ID Request - Online Submission' page. It includes a search bar, navigation links, and a form with the following sections:

- Photo Upload Guidelines (Expand to view)**
- Requester Information**
 - * Requested for: [Dropdown menu]
 - * Phone Number: [Text input field]
 - * Card Type: [Dropdown menu]
- IMPORTANT - READ**
 - The RunnerCard is more than just an ID card - it's your key to security, savings, and convenience at CSUB, along with select community partners. All CSUB students, faculty, and staff are eligible to replace a RunnerCard. More information can be found on the RunnerCard Website.
 - Don't forget to submit your photo for your ID at the CSUB eAccounts Portal here.
 - After submitting this form, you will be emailed when your Photo ID is ready for pick-up with pick-up instructions.

A note at the bottom states: "Uploading a photo is mandatory for processing your replacement ID. Failure to upload a photo to your eAccounts Portal here will halt the ID replacement process."

2. When prompted, please **sign in** with your CSUB **NetID & Password**

The screenshot shows the 'Sign in' page with the following elements:

- CSUB Logo
- Text: "Sign in"
- Text input field: "netid@csub.edu"
- Link: "Can't access your account?"
- Blue button: "Next"
- Footer text: "Please use your CSUB Email and Password to login."

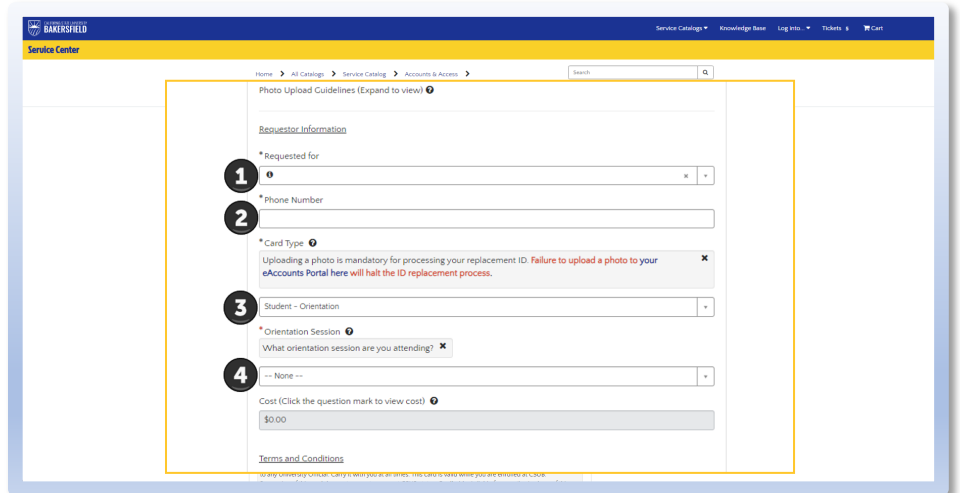
The screenshot shows the 'Enter password' page with the following elements:

- CSUB Logo
- Text: "Enter password"
- Text: "Your organizational policy requires you to sign in again after a certain time period."
- Text input field: "Password"
- Link: "Forgot my password"
- Link: "Sign in with another account"
- Blue button: "Sign in"
- Footer text: "Please use your CSUB Email and Password to login."

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3. Please **complete** the form. You will be asked for the following:

1. **Name**
2. **Phone Number**
3. **Card Type (Orientation)**
4. **Orientation Session**



Service Center

Home > All Catalogs > Service Catalog > Accounts & Access > Search

Photo Upload Guidelines (Expand to view)

Requestor Information

* Requested for

* Phone Number

* Card Type

Uploading a photo is mandatory for processing your replacement ID. Failure to upload a photo to your eAccounts Portal here will halt the ID replacement process.

* Student - Orientation

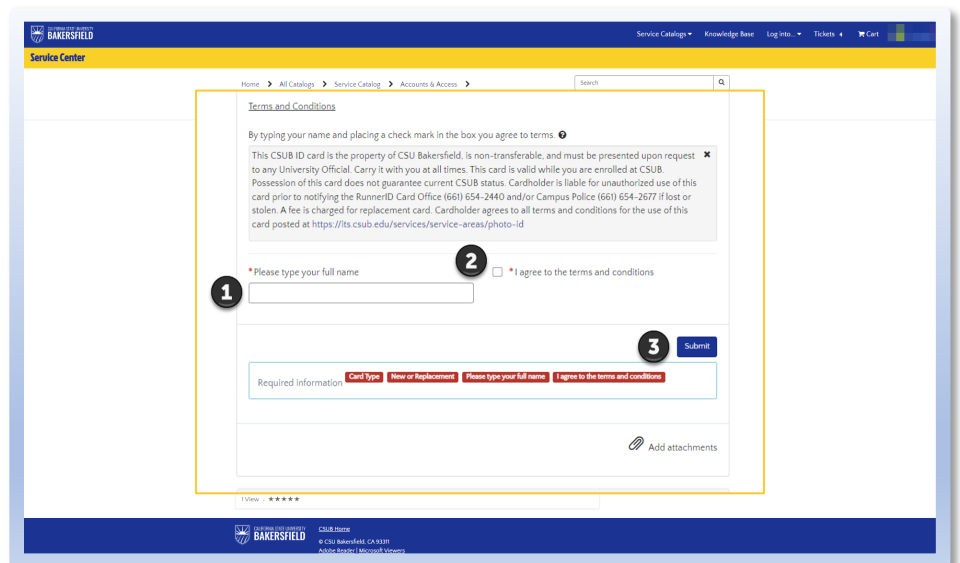
* Orientation Session

* What orientation session are you attending?

* Cost (Click the question mark to view cost)

Terms and Conditions

4. Please confirm the information you provided, then **sign and agree** to the Terms and Conditions. Click **"Submit"** to complete the form.



Service Center

Home > All Catalogs > Service Catalog > Accounts & Access > Search

Terms and Conditions

By typing your name and placing a check mark in the box you agree to terms

This CSUB ID card is the property of CSU Bakersfield, is non-transferable, and must be presented upon request to any University Official. Carry it with you at all times. This card is valid while you are enrolled at CSUB. Possession of this card does not guarantee current CSUB status. Cardholder is liable for unauthorized use of this card prior to notifying the RunnerID Card Office (661) 654-2440 and/or Campus Police (661) 654-2677 if lost or stolen. A fee is charged for replacement card. Cardholder agrees to all terms and conditions for the use of this card posted at <https://its.csusb.edu/services/service-areas/photo-id>

* Please type your full name I agree to the terms and conditions

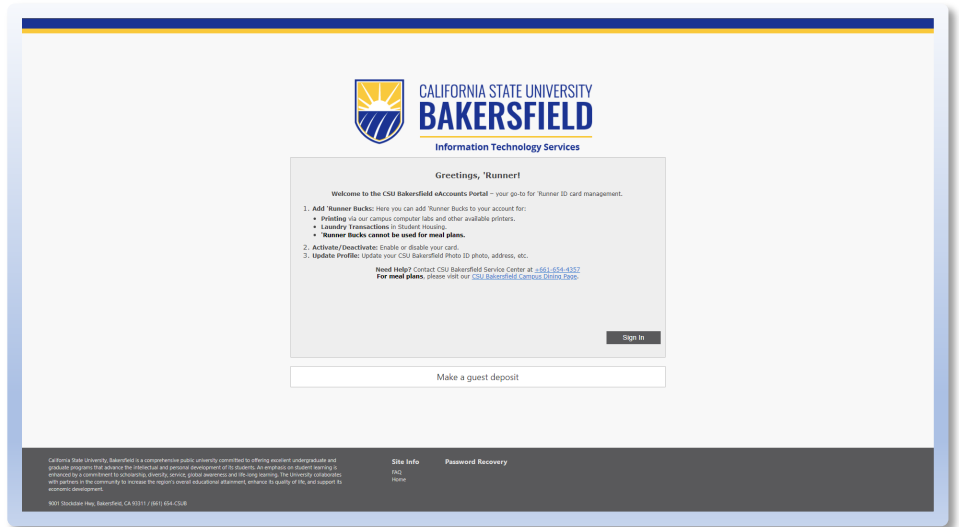
Submit

Required information [Card Type](#) [New or Replacement](#) [Please type your full name](#) [I agree to the terms and conditions](#)

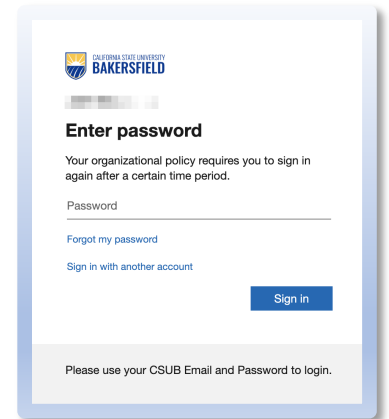
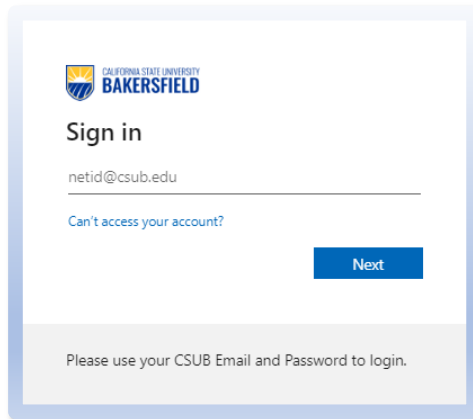
Add attachments

How To: Upload Your Photo

1. To begin uploading your photo, please scan the QR Code or visit: **eAccounts Portal**

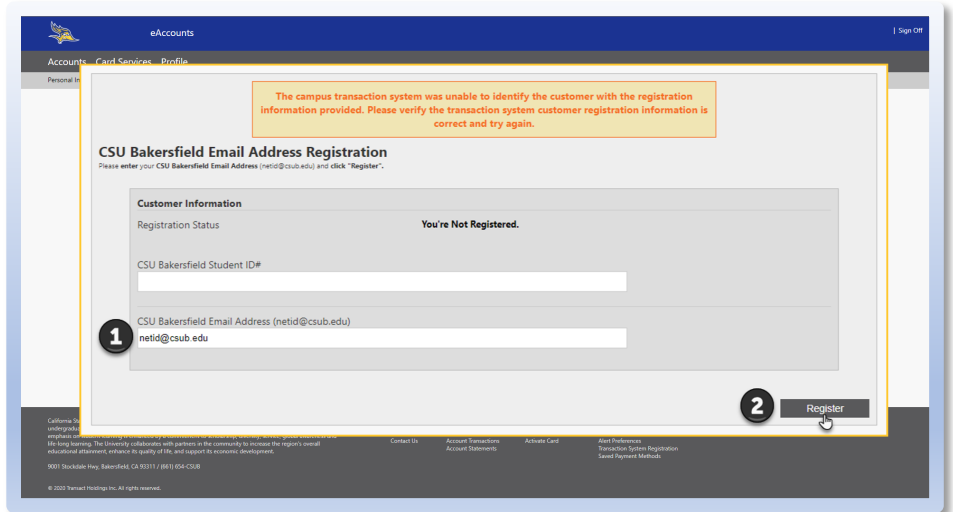


2. When prompted, please **sign in** with your **CSUB Email & Password** (**netid@csub.edu**)



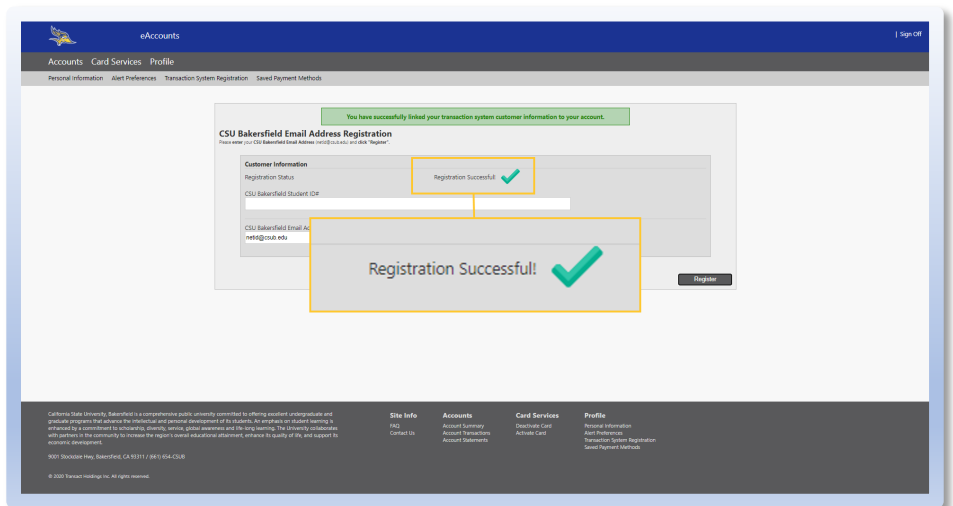
How To: Upload Your Photo

3. Please **enter** your CSUB Email Address, **click “Register”** to proceed.



The screenshot shows the 'eAccounts' interface. At the top, there are navigation links: 'Accounts', 'Card Services', and 'Profile'. Below this is a navigation bar with 'Personal Information', 'Alert Preferences', 'Transaction System Registration', and 'Saved Payment Methods'. The main content area is titled 'CSU Bakersfield Email Address Registration' and includes a message: 'Please enter your CSU Bakersfield Email Address (netid@csub.edu) and click "Register".' Below this is a 'Customer Information' section with a 'Registration Status' of 'You're Not Registered.' There are two input fields: 'CSU Bakersfield Student ID#' and 'CSU Bakersfield Email Address (netid@csub.edu)'. A red box highlights the error message: 'The campus transaction system was unable to identify the customer with the registration information provided. Please verify the transaction system customer registration information is correct and try again.' A red circle with the number '1' points to the email address field, and another red circle with the number '2' points to the 'Register' button.

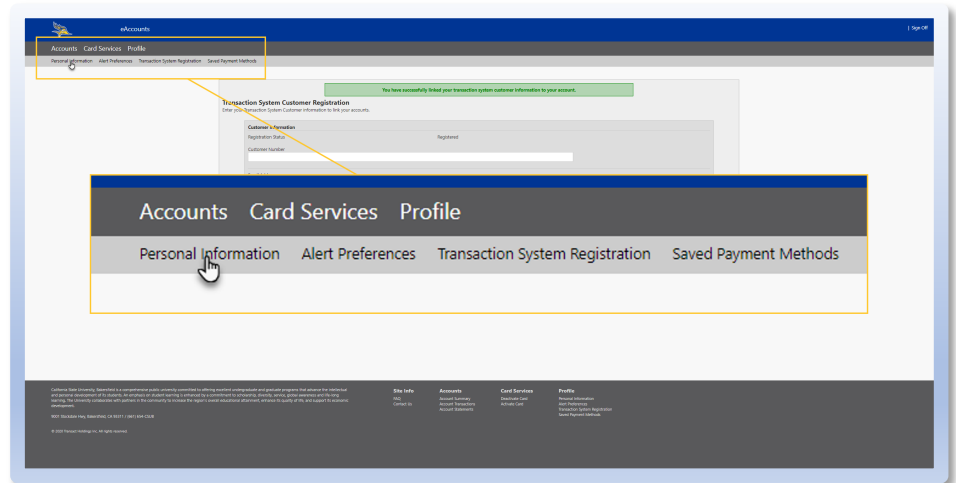
4. You will see **confirmation** that your account is registered.



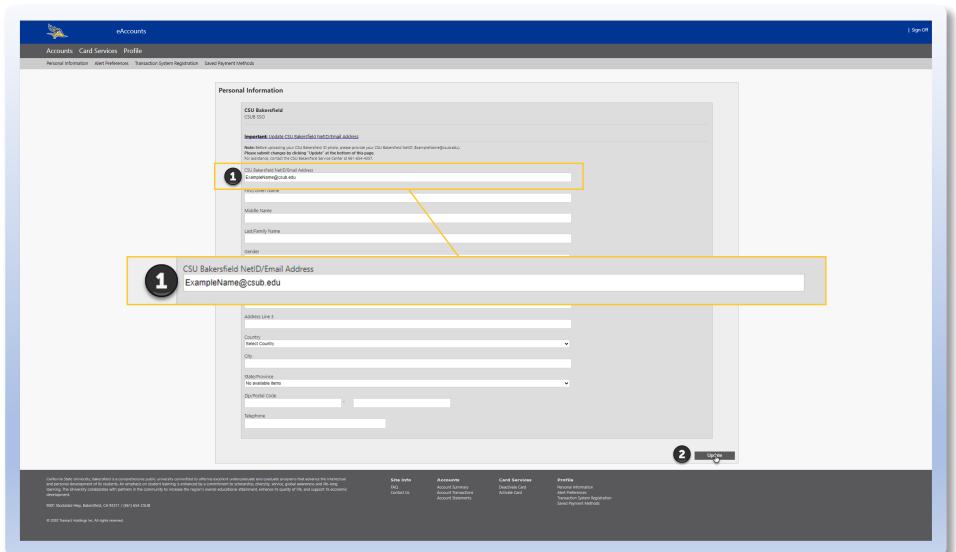
The screenshot shows the 'eAccounts' interface after successful registration. At the top, there are navigation links: 'Accounts', 'Card Services', and 'Profile'. Below this is a navigation bar with 'Personal Information', 'Alert Preferences', 'Transaction System Registration', and 'Saved Payment Methods'. The main content area is titled 'CSU Bakersfield Email Address Registration' and includes a message: 'Please enter your CSU Bakersfield Email Address (netid@csub.edu) and click "Register".' Below this is a 'Customer Information' section with a 'Registration Status' of 'Registration Successful'. There are two input fields: 'CSU Bakersfield Student ID#' and 'CSU Bakersfield Email Address (netid@csub.edu)'. A green box highlights the 'Registration Successful' status, and a larger green box with a checkmark and the text 'Registration Successful!' is overlaid on the form. A red circle with the number '1' points to the 'Registration Successful' status, and another red circle with the number '2' points to the 'Register' button.

How To: Upload Your Photo

- From *here*, navigate to **“Personal Information”** to access your eAccounts Profile.



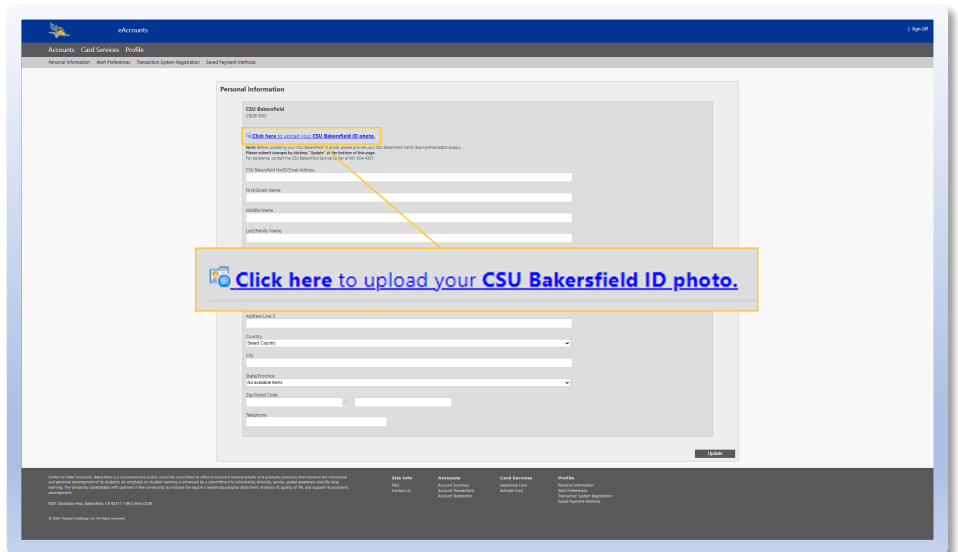
- Please **enter** your CSUB Email Address, then **click “Update”** at the bottom of the page.



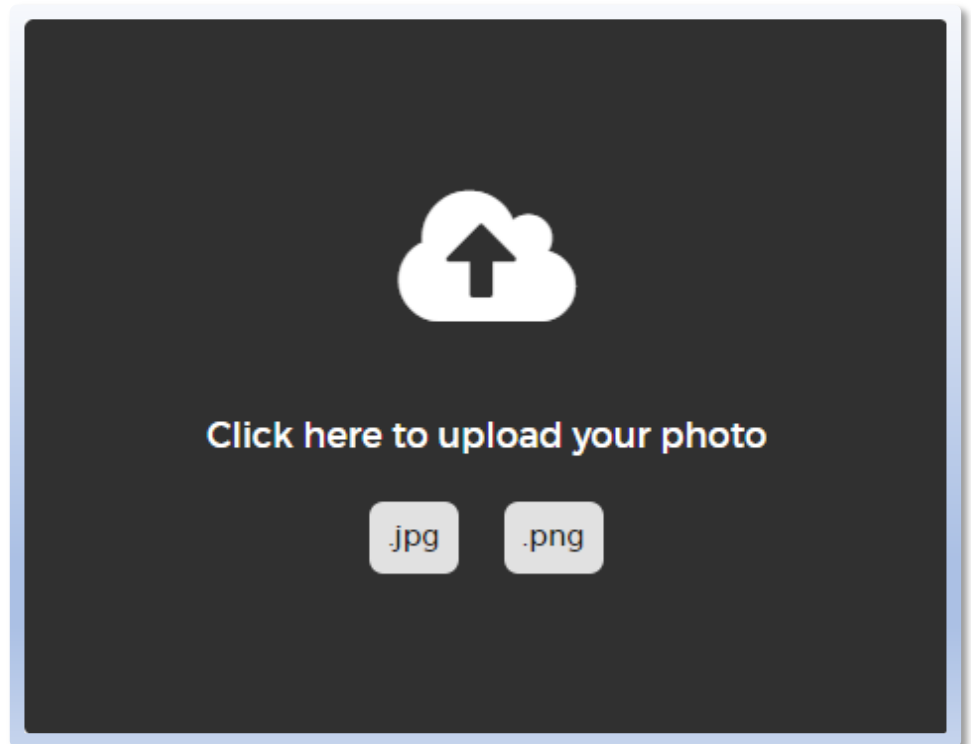
How To: Upload Your Photo

7. Please **click** *this* link to upload your CSUB ID Photo. You will be redirected to a new page.

(Note: This link will not be shown until you update you CSUB Email Address).



8. Once you are redirected, please **upload** a photo from your Phone or Computer. Once the photo has been submitted for approval, please **click "Submit & Sign Out"**





How To: Upload Your Photo

- 9. Congratulations!** You have completed the process. No further action is required until you come and pick up your photo ID. **Thank you!**

