Student ID Picture Submission - Desktop

1. On a web browser, go to passport.sage.edu. You will be asked to log in with your Sage username and password. You will then see the Passport dashboard.
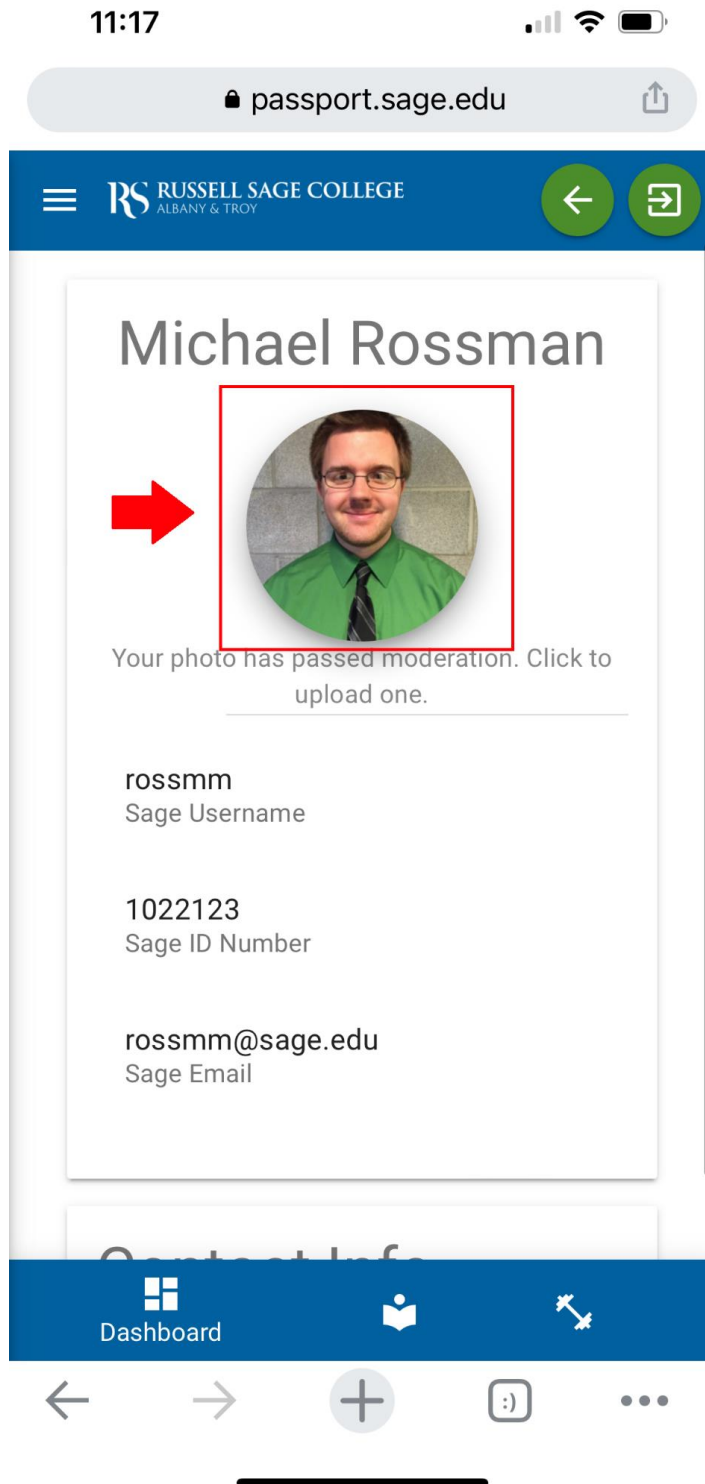
2. On the toolbar, you will see your initials in a bubble or a previous picture if one has been uploaded. Click on this bubble to bring up the Account Management page.

3.   Click on the bubble again on the account management page to upload a photo from your computer.

4.   Once the picture is uploaded, you may need to rotate it vertically. If not, just choose a pickup location and then hit save.

5.   You will then get a message that your picture has been submitted for moderation. You will receive an email when the photo passes moderation, and a second email when your ID is printed and ready for pick up.