

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.

The screenshot displays the Passport dashboard for Russell Sage College. At the top, the college's logo and name are visible. A navigation menu on the left includes icons for home, profile, messages, calendar, documents, graduation, video, people, 'A' grade, globe, library, and a double arrow icon. The main content area features a blue header with 'DASHBOARD' and 'LIBR'. Below this is an orange banner for 'COVID-19 Screening' with a link to the self-screening tool. The 'COVID Achievements' section shows 'My Level' as 'Germinator' with a shield icon and 'Next Level' as 'Complete 200 COVID self screenings.' with a progress circle at 189/200. A 'VIEW ALL BADGES' link is at the bottom right.

RUSSELL SAGE COLLEGE
ALBANY & TROY

COVID-19 Screening
Click here to access the COVID-19 self screening tool.

COVID Achievements
Achievements & Progress

My Level
Germinator

Next Level
Complete 200 COVID self screenings.

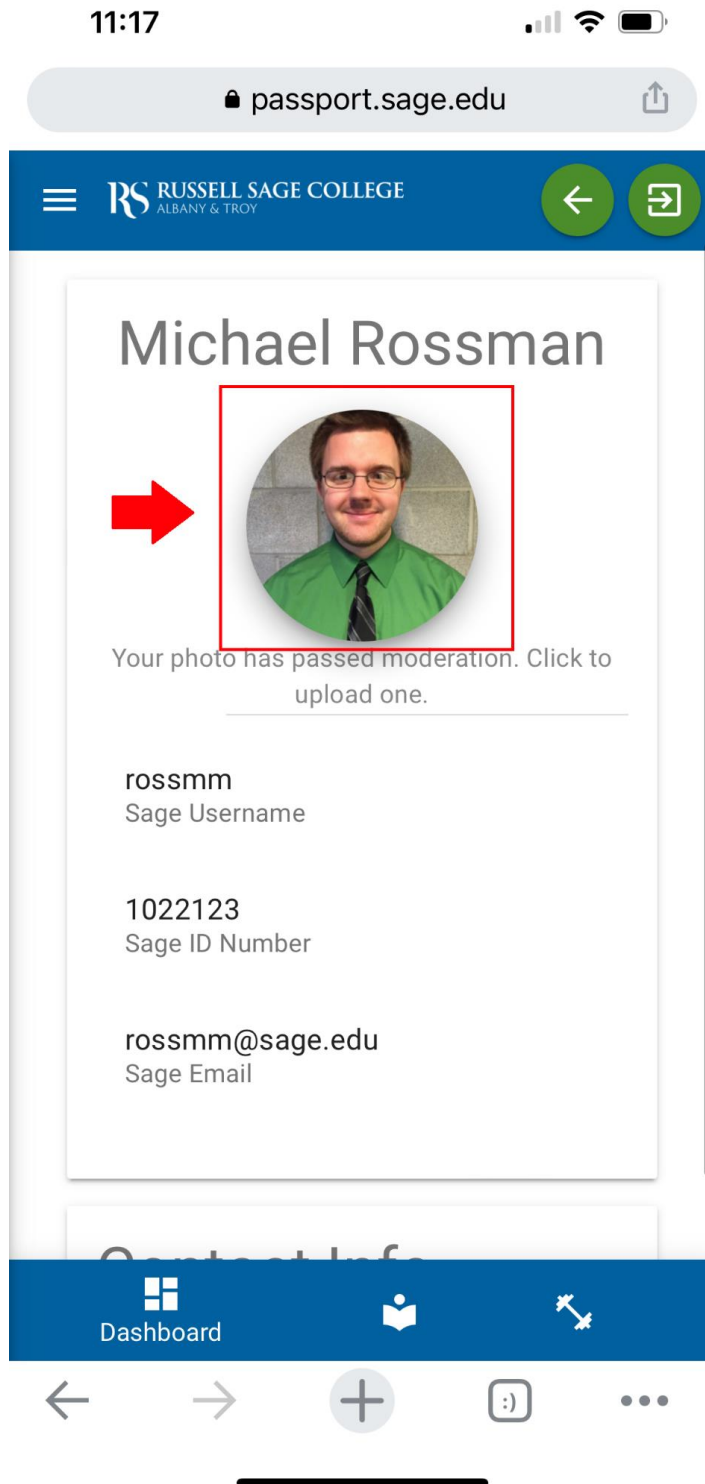
189/200
Next Badge

[VIEW ALL BADGES](#)

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.

The screenshot displays the Russell Sage College dashboard. At the top, a blue header contains the college's logo and name: "RS RUSSELL SAGE COLLEGE ALBANY & TROY". Below this is a secondary blue navigation bar with a "DASHBOARD" label and a "LIBR" label. On the left side, a vertical toolbar contains various icons, with a red box highlighting a user profile icon. A red arrow points from this icon to the left. The main content area features a brown banner for "COVID-19 Screening" with a link to access the self-screening tool. Below this is a "COVID Achievements" section titled "Achievements & Progress". It displays two achievement cards: "My Level" (Germinator) with a shield icon, and "Next Level" (Complete 200 COVID self screenings) with a circular progress indicator showing 189/200 and a "Next Badge" icon. A "VIEW ALL BADGES" link is located at the bottom right of the achievements section.

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.

Set Photo ×

Your photo is used on your ID card and as an avatar in other applications.

Upload A Photo



Drag to crop your photo. Scroll or pinch to zoom in/out.

ID Card Pickup Location

The campus where you will pick up your ID card.

If you are on a mobile phone you will be prompted to open your camera app. Computer users should take the photo ahead of time and select the file.

↻ Rotate Photo

Cancel 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.