BlueID ONLINE

- Submit your ID Photo
- Get your BlueID in the mail
- Manage your BlueID account online
- Report card lost/found
- View transaction History
- View debit and meal plan balances
- Setup notifications

Login
To access the BlueID Online portal goto https://blueid.mtsu.edu

There you will be presented with a login form. Students will have to login using their MTmail username and password, *Username part only*. Staff/Faculty will use their AD/FSA credentials.
ID Photo Upload

After Successfully logging in, you will see A welcome page. Click on ID Photos link.

This will take you to the photos page, where you will see your current BlueID Photo if you already have one. And then have the ability to request a new ID. This is performed by submitting a new ID Photo, as well as an Identification document.
Photo Requirements

IMPORTANT

Please follow the photo requirements listed.

Your photo will be printed on your ID Card and should meet these requirements for the purpose of Identification and to fit well on the card. To get the best photo stand up against a blank light colored wall with plenty of lighting and take a selfie of yourself face forward looking directly at your camera/lens.

Photos should be similar to other photo IDs like Passports and Driver licenses, head shot only, with some space around the head. Avoid cropping out part of your head, top of head, hair etc.
STEP 1 – ID Photo

UPLOAD and CROPPING
Click the upload button and select or take a photo, after selecting a photo you will be presented with a popup dialog with the capability to rotate, and crop your image. The crop will be square, as our images are 1:1 aspect ratio, Click and drag one of the grey squares to resize the crop area. Click inside and drag it to move it around. Cropping your photo at the shoulders makes for the best ID Photo!

![Crop & Confirm](image)

**Submission**
After selecting and cropping, Be sure to click on the Submit button to confirm this photo, If you have a previous photo, you will see a warning and have the ability to cancel the new photo.
**STEP 1**

**Upload a New ID Photo**

Select a photo you would like to submit for approval, or [view your pictures](#).

Your photo will not be approved until you have also provided valid identification.

Submit this photo for approval?

**STEP 2**

**Upload Photo Identification**

Please provide an image of your driver's license, passport, or other government-issued photo ID.
Step 2 – ID Credential Upload

You will be required to also submit a credential ID, this is what we will look at to confirm your photo ID submitted is you. This must be an official state or gov issues photo id with your name clearly visible. Examples include Driver/Non-Driver license, Passport, Military ID or other state Issued photo ID. Please contact us if you have an alternative ID you want us to consider.

The credential photo is NOT used for your ID Card, and it will be automatically deleted after we accept your photo ID.

Click Upload ID and select or take a photo of your credential as before.

Cropping

You may or may not have the ability to crop the credential, depending on device and browser at this time. We hope to have this resolved soon.
Submit
The Credential is automatically saved, and does not require another submit as the ID Photo does.

Mobile Devices
If you are on a mobile device the appearance will differ slightly, Click the Home Icon on the top left after logging in the the icon that says ID Photos. If you encounter problems uploading try the desktop version link at the bottom of the page and try again.

Problems, Concerns, Issues
Please contact us if you have any questions, problems, or feedback.

Normal Business hours are 8:00-4:30

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