

Instructions for requesting your digital Berkeley College ID card and uploading an ID photo

1. Log in to Engage (engage.berkeleycollege.edu) or open the Berkeley College App.

2. Click on the “ID Card” tile.



3. To upload an ID photo, click on the picture of Sir Knight under “Personal Information.”

A screenshot of the Berkeley College ID Card Account page. The page has a dark blue header with navigation links: ACCOUNT, FINANCIAL, ADD CASH, HELP, and LOG OFF. Below the header is a section titled "Personal Information" with a right-pointing arrow. On the left is a photo of Sir Knight, a Berkeley College mascot, with a yellow arrow pointing to it and the text "Click Here". To the right of the photo is a list of personal information fields: Name: Tor, Vehicles: 0159, Email: robert-tor, Upload Photo, Phone: (973)278-, Mobile: (201)953, and Address: 53. On the far right, there is a dark blue sidebar with white text that reads: "Berkeley College ID Card Account" and "Add Flex Funds or Upload an ID photo". At the bottom of the page, there is a footer with the email helpdesk@berkeleycollege.edu, "End User Privacy Notice", and "OneWeb ver. 8.2.0.24".

4. On the Personal Information screen that appears, click on the option that says “Upload Photo” on the right of the screen.



5. Click the “Upload” button and select the photo you would like to use from your electronic device. You can also use the “Crop and Rotate” button if needed to center your picture in the frame.



Your ID Photo should be Passport-Style and Meet the Following Requirements:

- The photo should be of you (photos of landscapes, inspirational quotes, pets, etc., will not be approved).
- The background should be uniform and light-colored.
- You must be facing forward and your head should be centered.
- Make sure the photo presents your full head from the top of your hair to the bottom of your chin.
- No photos with sunglasses or hats will be accepted (head coverings worn for religious observance will be accepted).
- No filters that add graphics or change your appearance should be used.
- The system is configured to use an aspect ratio 4 : 5.
- The minimum size of the photo should be: Width 400 px and Height 500 px.
 - If the photo is larger than Width 2000 px Height 2500 px, it will be resized to these dimensions.

Sample Photo:



6. Once your photo displays as you would like it to, click the submit button.



7. After you upload your photo, please allow 1 business day for approval by SDCL. Once your photo has been approved, you will be able to display your digital ID when needed through Engage and the Berkeley College App.

How to display your digital Berkeley College ID card

1. Log in to Engage (engage.berkeleycollege.edu) or open the Berkeley College App.

2. Click on the “ID Card” tile.



3. Click on the ID image next to the heading “Berkeley College Digital ID Card – Display your Berkeley College Digital ID Card” to display your Berkeley College Digital ID card.

