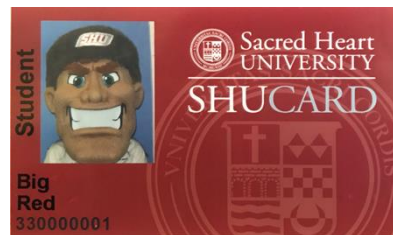


Obtaining a SHU ID Card

Griswold Candidates



1. Upload your ID photo:

- a. Login to your mySHU/Blackboard account.
- b. From the dashboard, click on “SHU Card” in the top right corner.
- c. Login to Blackboard Transact (same login as mySHU).
- d. Select the “Profile” tab.
- e. Under Personal Information, select “Click to submit a new photo.” You can then take a photo with your computer’s camera, or upload a .jpg, .png or .gif.

2. Email Angela Maschka at maschkaa@sacredheart.edu with the following information:

- a. Student ID#
- b. Name
- c. Date of photo upload

You must notify Angela in the SHU:Griswold office as soon as your photo has been uploaded. Notification is necessary to ensure that your ID card is mailed to the Griswold campus. You will be notified by email when your ID card is ready to be picked up from the Griswold office.

If you encounter any issues accessing your account or uploading your photo, please contact the Sacred Heart University IT Department at techsupport@sacredheart.edu or (203) 365-7575.