

Stevens Institute of Technology
Online Card Office
"Photo Upload Instructions"

"For New Students and New Employees Only"

There are two ways you can login to upload your photo:

1. Login to your myStevens account and click **"Online Card Office (Duckbills)"**.

The screenshot shows a dashboard with several sections:

- Call (201) 216-5500**
 - [Service Desk](#) *new*
 - [Legacy Help Desk](#) *existing tickets only*
 - [Knowledge Base](#)
- Campus Quick Links**
 -
- Student Life Calendar**
 - [Thu, Apr 16, 2015 8:00 PM - WCPR - Deep Space](#)
 - [Thu, Apr 16, 2015 9:00 PM - CSA - CSA General Body Meeting](#)
 - [Thu, Apr 16, 2015 9:00 PM - SWE - SWE Ice Cream Social](#)
 - [Fri, Apr 17, 2015 3:00 PM - HELSA - PASXA \(Easter Event\)](#)
 - [Fri, Apr 17, 2015 6:30 PM - Art Club - Space Jam](#)
 - [View All Events](#)
- Campus Services**
 - [Gmail](#)
 - [Workday](#)
 - [Canvas](#)
 - [IT Service Desk](#)
 - [Message Center](#)
 - [Student/Faculty Web Self Services](#)
 - [eBilling](#)
 - [Online Card Office \(DuckBills\)](#) (indicated by a red arrow)
 - [Physical Plant Workorder](#)
 - [Housing Application](#)
- Additional Links**
 - [Course Surveys \(incompatible with Google Chrome\)](#)
 - [Download Student Class Schedule](#)
 - [Graduate DuckSync](#)
 - [iTunes U](#)
 - [Library Databases](#)
 - [MAC Address Registration](#)
 - [myMail](#)
 - [Network Guest Registration](#)
 - [NJ Transit Quik-Tik](#)
 - [NJVid](#)
 - [Undergraduate DuckSync](#)
 - [Writing and Communications Center](#)

-OR-

- Go to **DuckBills.com**, under “**Online Card Office**” section (on left hand side of the screen), select “**Photo Upload**”

ACADEMICS ADMISSIONS RESEARCH ATHLETICS UNIVERSITY LIFE NEWS ABOUT

Prospective Students Current Students International Students Faculty & Staff Alumni & Friends Working at Stevens Apply

CARD OFFICE

- DUCKBILLS SERVICES
 - Dining
 - Food Trucks On Campus
 - Off Campus Merchants
 - On Campus Merchants
 - Printing / Copying
- ONLINE CARD OFFICE**
 - Photo Upload
 - Web Deposits
- FOR MERCHANTS
 - Contact Information
- CUSTOMER SERVICE
 - DuckBills Refund Request
 - Get Your Card
 - Lost Cards
 - Terms & Conditions

Stevens ID Card & DuckBills

Stevens ID Card

The Stevens ID Card is the official photo identification card at Stevens Institute of Technology. Not only is it your ID, but it also gives you access to the library, gym, labs, events, Pierce Dining Hall, vending residence halls and more.

Your Stevens ID Card is valid as long as you are enrolled at Stevens or if you are an active employee of the University. Students, staff and faculty and guests should always carry their Stevens ID.

One of the most common, attractive and exciting facets of the Stevens ID card is that it is used for DuckBills.

Next login with your Stevens ID and Password

STEVENS INSTITUTE of TECHNOLOGY
THE INNOVATION UNIVERSITY

1870

Sign-In

Username:

MyStevens Password:

MANAGE YOUR ACCOUNT

ADD CASH NOW

NAVIGATE

- Manage Account Home
- Account Activity
- Recent Deposits
- Make a Deposit
- Locations
- News
- Merchant of the Month
- Photo Upload

Available on the App Store

ANDROID APP ON Google play

Need money from mom and dad?
Visit the [Request Money](#) section of the Personalize menu and let us send an email on your behalf to request additional funds on your Stevens ID Card from a friend or relative.

Stevens Campus Card Office

Welcome to Stevens Institute of Technology University's Online Card Office.

The web site services include 24 hours/7 days a week access to:

- View usage of your DuckBills.
- Deactivate your Stevens ID card if it is lost or stolen.
- Purchase DuckBills with a credit card. We accept Visa, MasterCard, and American Express or Discover.
- Upload your favorite photo of yourself to use for your Stevens ID card.
- And more!

Features include signing up for low balance alerts, automatic deposits, and utilizing a **Request Money** feature that sends an email to anyone you choose asking for money.

DuckBills are a convenient pre-paid debit account accessed by the Stevens ID Card. You can enjoy campus wide purchasing power with DuckBills and your Stevens ID Card at the University Bookstore, Dining Services, vending machines, the Student Recreation Center, University Health Center, and S.C. Williams Library copy machines and Circulation Desk.

DuckBills accounts for students, faculty and staff will display as SIT DUCKBILLS.

Now you, family, and friends can purchase DuckBills with a credit card and have it placed directly onto your DuckBills account. There is a \$20.00 minimum deposit.

Deactivating your Stevens ID card immediately as soon as it is lost or stolen will prevent unauthorized spending on your accounts. Log into the Online Card Office and click on Lost/Stolen Card under the Personalize section to be prompted to deactivate your ID card. All Stevens Institute of Technology University ID Card holders are responsible for unauthorized spending on accounts due to lost/stolen ID cards not deactivated.

Latest DuckBills News
Oct 17, 2014: Taco Tuesdays!

Stevens Campus Card Office
S.C. Williams Library - Lower Level
Stevens Institute of Technology
(201) 216-5156

NEED HELP?

Powered By

Trusted Commerce
Click to Validate

Stevens Home | Stevens Campus Card Office | --U.S. Patent No. 6,963,857

Then click **“Photo Upload”** under **“NAVIGATE”** on the left side of the screen and click **“Agree”** to the terms and the conditions.

STEVENS INSTITUTE of TECHNOLOGY
THE INNOVATION UNIVERSITY

Customer Information
Name
Account
XXXXXXXXXXXXXXXXXXXX6656
Log Out

ADD CASH NOW

NAVIGATE

- Manage Account Home
- Account Activity
- Recent Deposits
- Make a Deposit
- Locations
- News
- Merchant of the Month
- Photo Upload

Available on the App Store
ANDROID APP ON Google play

Terms and Conditions

Documentation of Transfers
If the point-of-sale terminal is equipped to provide a receipt, the account holder will receive a receipt at the time of the purchase. The account holder should periodically view account balance and transfers via the Online Card Office.

Campus Card Office Refund Policy
All funds deposited to declining balance accounts will remain on the account until graduation, withdrawal or transfer from the University. At the time of separation, you may submit an online Duckbill Refund Request form. It should be submitted within 30 days to receive a refund of any remaining balance. Refunds are provided less a \$20 processing fee. The University reserves the right to apply balances to charges remaining on a student account prior to making any final refunds.

Agree

Personalize

Grant additional access
Give access to up to four people to see your online account.

Request Money
Let us send an email to a friend or relative for you!

Low Balance Warning
A low balance warning email can be sent to you and others.

Lost your Stevens ID Card?
Disable your lost or stolen card.

Automatic Deposits
Setup recurring deposits when your balance gets too low.

Found your Stevens ID Card?
Re-enable your card.

Stevens Campus Card Office

Stevens Campus Card Office
S.C. Williams Library - Lower Level
Stevens Institute of Technology
(201) 216-5156

NEED HELP?

Powered By

Trusted Commerce
Click to Validate

Stevens Home | Stevens Campus Card Office | —U.S. Patent No. 6,963,857

Lastly, follow steps below to upload your photo after you login:

Step 1:

Enter your:

1. University email address (eg. xxxx@stevens.edu)
2. Classification

Click “**Choose file**” to locate the file on the computer

Once you have selected your photo, click “**Upload Photo**”

The screenshot shows the Stevens Institute of Technology online banking interface. At the top left is the Stevens logo with the year 1870 and the tagline 'THE INNOVATION UNIVERSITY'. To the right is the duck mascot. The main content area is divided into three columns. The left column has a 'NAVIGATE' menu with options like 'Manage Account Home', 'Account Activity', 'Recent Deposits', 'Make a Deposit', 'Locations', 'News', 'Merchant of the Month', and 'Photo Upload'. Below the menu are app store download buttons for the App Store and Google Play. The middle column is titled 'Student Photo Upload' and contains a list of requirements for the photo, such as 'JPEG format, color photo (no black and white)', 'No larger than 1500 x 2000 pixels', and 'At least 300 x 400 pixels'. It also includes a form with fields for 'Email:', 'Classification:' (set to 'Freshman'), and 'Image File:' with a 'Choose File' button and 'No file chosen' text. Below the form is an 'Upload Photo' button. A red arrow points to the 'Choose File' button. The right column contains 'Customer Information' (Name, Account, Log Out), 'Personalize' options (Grant additional access, Request Money, Low Balance Warning, Lost your Stevens ID Card?, Automatic Deposits, Found your Stevens ID Card?), and 'Stevens Campus Card Office' contact information. At the bottom of the page is a footer with 'Stevens Home | Stevens Campus Card Office | -U.S. Patent No. 6,963,857'.

Step 2

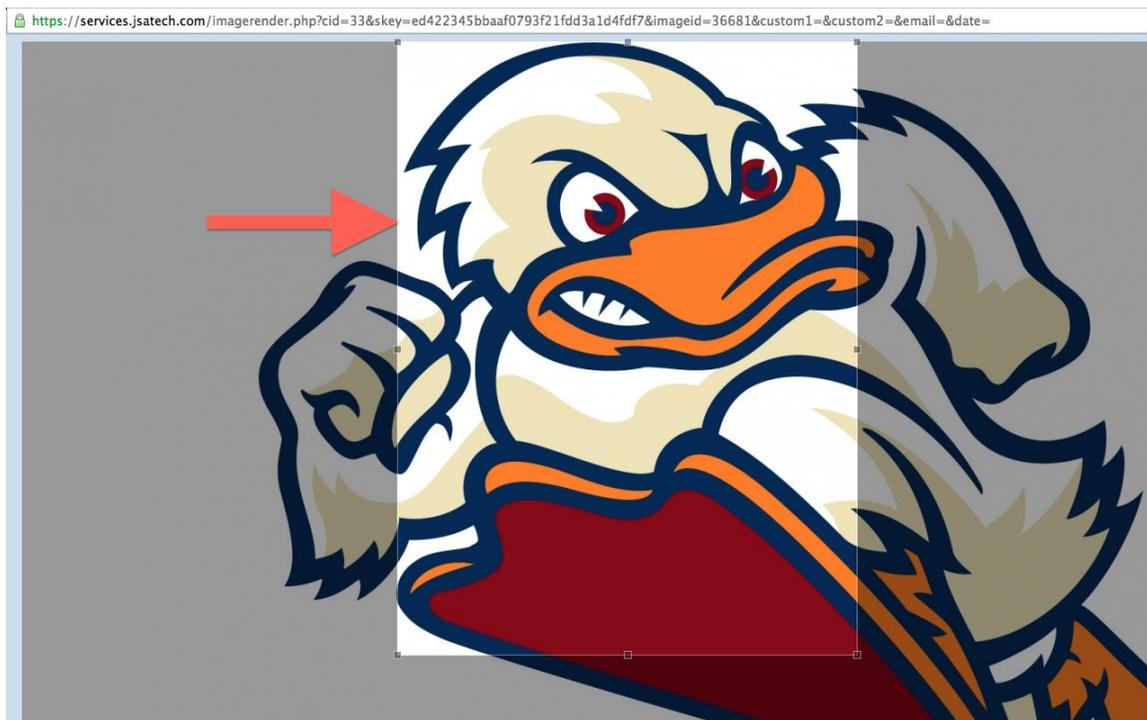
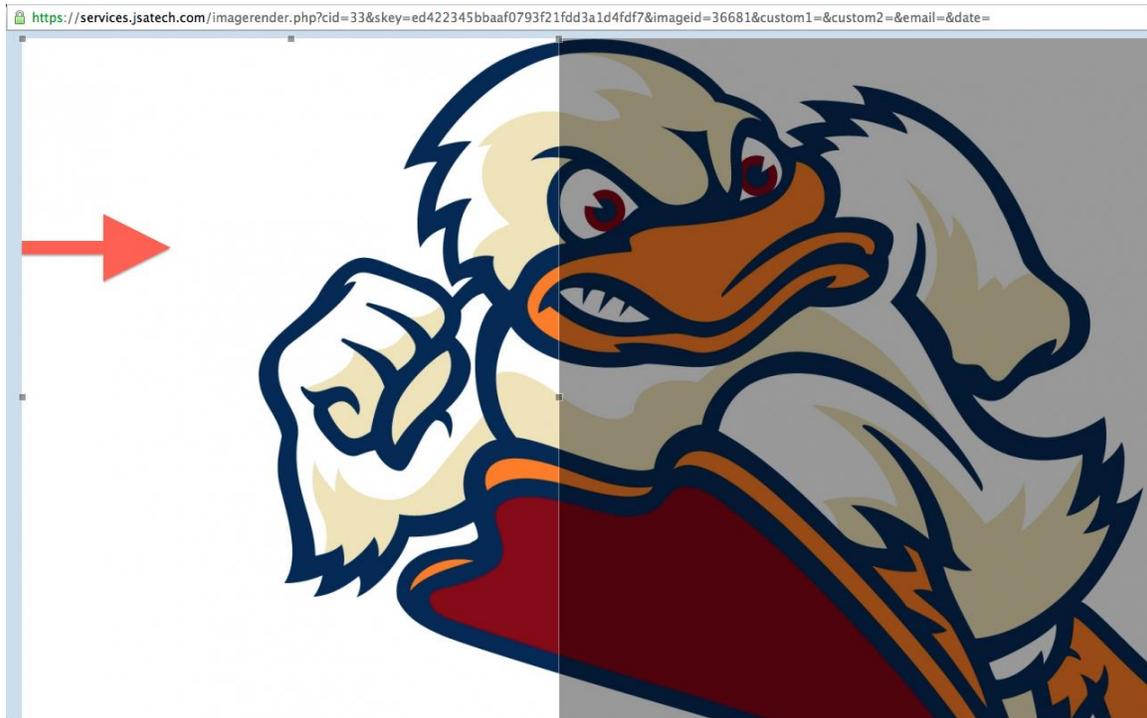
Click “Crop Image” to crop photo

The screenshot displays the Stevens Institute of Technology online account management interface. At the top left is the Stevens Institute of Technology logo, featuring a red shield with a white building and the year 1870, next to the text "STEVENS INSTITUTE of TECHNOLOGY THE INNOVATION UNIVERSITY". To the right is the mascot, a duck holding a book. The interface is divided into several sections:

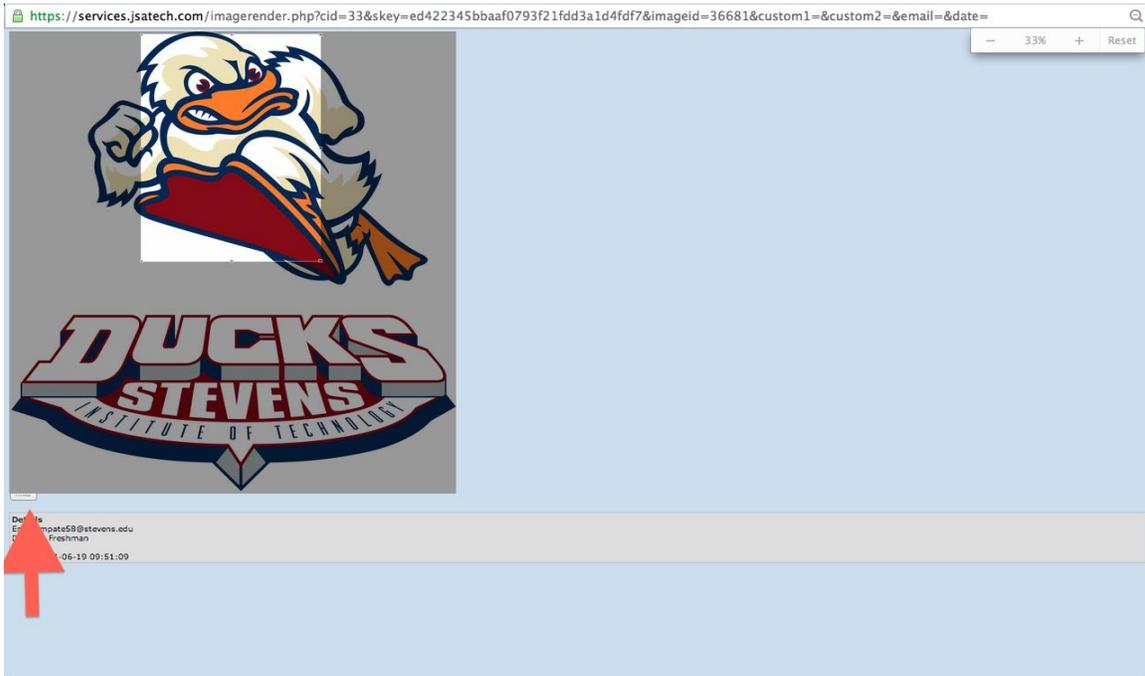
- Customer Information:** Displays the user's name (redacted), account number (XXXXXXXXXXXXXXXXXXXX6656), and a "Log Out" link.
- Personalize:** Contains links for "Grant additional access", "Request Money", "Low Balance Warning", "Lost your Stevens ID Card?", "Automatic Deposits", and "Found your Stevens ID Card?".
- Stevens Campus Card Office:** Provides contact information for the Stevens Campus Card Office (S.C. Williams Library - Lower Level, Stevens Institute of Technology, (201) 216-5156) and a "NEED HELP?" button.
- Navigation:** A sidebar menu with options: "Manage Account Home", "Account Activity", "Recent Deposits", "Merchant of the Month", and "Photo Upload".
- Photo Upload Process:** The main content area shows a message: "Image exceeds height or width - resizing...". Below this, it indicates "Step 2 - Crop Image" and "Step 3 - Submit". A red arrow points to the "Crop Image" button. The "Submit" button is also visible.
- Footer:** Includes links for "Stevens Home" and "Stevens Campus Card Office", and a patent notice: "—U.S. Patent No. 6,963,857".

Available on the App Store and Google play logos are also present in the navigation sidebar.

Drag the highlighted crop box to crop the photo from the top of your head to shoulder. You may need to drag the size of the crop box larger or smaller.



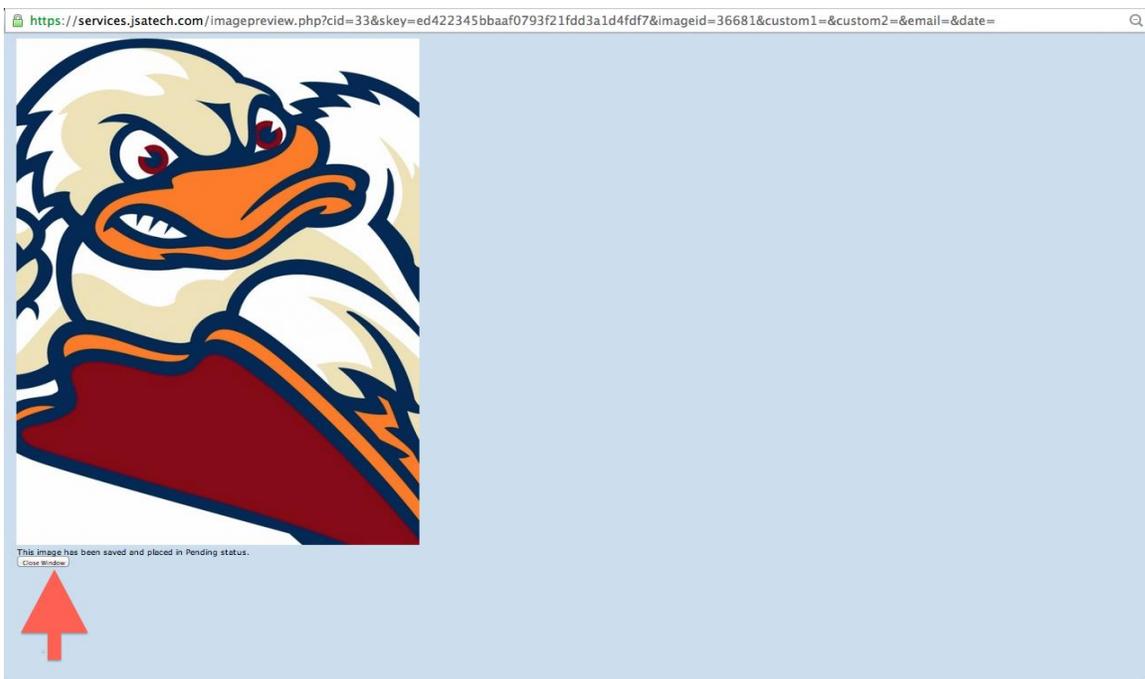
Scroll to the bottom of the box and click **“Crop Image”**



The cropped image appears. If the cropping is correct – click **“Save Image”**

The message will display **“The image has been saved and placed in Pending status”**

Click on **“Close Window”**



Step 3

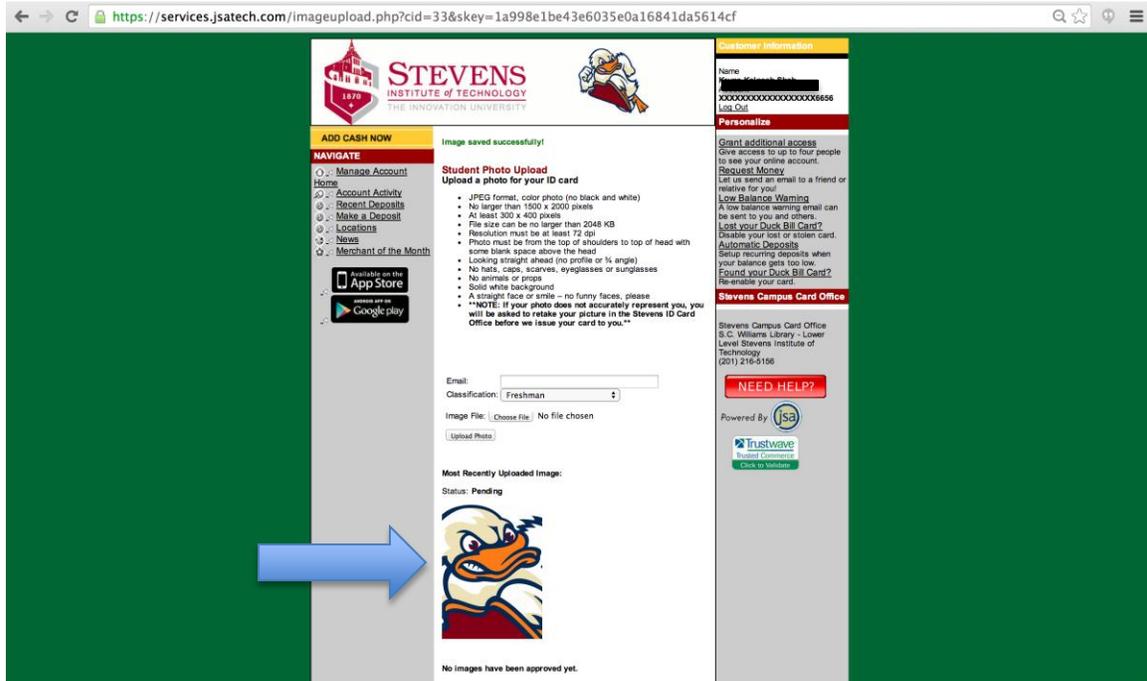
Click "Submit" to process your photo

The screenshot shows the Stevens Institute of Technology online account interface. At the top left is the Stevens logo with the year 1870 and the text "STEVEN'S INSTITUTE of TECHNOLOGY THE INNOVATION UNIVERSITY". To the right is the Duck mascot. Below the logo is a navigation menu with options: Manage Account Home, Account Activity, Recent Deposits, Make a Deposit, Locations, News, Merchant of the Month, and Photo Upload. A red arrow points to the "Submit" button. The main content area displays "Image exceeds height or width - resizing..." and "Step 2 - Crop Image" with a "Crop Image" button. Below that is "Step 3 - Submit" with the instruction "Complete the photo submission process." and a "Submit" button. On the right side, there is a "Customer Information" section with fields for Name and Account (XXXXXXXXXXXXXXXXXXXX6656), a "Log Out" link, and a "Personalize" section with links for Grant additional access, Request Money, Low Balance Warning, Lost your Stevens ID Card?, Automatic Deposits, Found your Stevens ID Card?, and Stevens Campus Card Office. At the bottom right, there is a "NEED HELP?" button, "Powered By jsa" logo, and "Trustwave Trusted Commerce" logo with a "Click to Validate" link. The footer contains "Stevens Home | Stevens Campus Card Office | --U.S. Patent No. 6,963,857".

Once you click on "Submit", a message - "Image saved successfully" - will appear at the top of the page

The screenshot shows the Stevens Institute of Technology online account interface after the photo upload. A blue arrow points to the "Image saved successfully!" message at the top of the main content area. The navigation menu is the same as in the previous screenshot. The main content area now displays "Student Photo Upload" with the instruction "Upload a photo for your ID card" and a list of requirements: JPEG format, color photo (no black and white), No larger than 1500 x 2000 pixels, At least 300 x 400 pixels, File size can be no larger than 2048 KB, Resolution must be at least 72 dpi, Photo must be from the top of shoulders to top of head with some blank space above the head, Looking straight ahead (no profile or ¾ angle), No hats, caps, scarves, or sunglasses, No animals or props, Solid white background, A straight face or smile -- no funny faces, please, and a note: "NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the Stevens ID Card Office before we issue your card to you." Below the requirements are fields for Email, Classification (set to Freshman), and Image File (Choose File, No file chosen), and an "Upload Photo" button. The right side of the page is the same as in the previous screenshot, including the "Customer Information" and "Personalize" sections, the "NEED HELP?" button, and the logos.

The most recent uploaded image and status will appear at bottom of the page.



Step 4

Log out to close your session.

Once your image has being approved by the Campus Card Office you will be notified via email.

You will obtain your Stevens ID card when you arrive on campus. Please bring either a government photo ID, school ID, driver's license or passport for verification.