

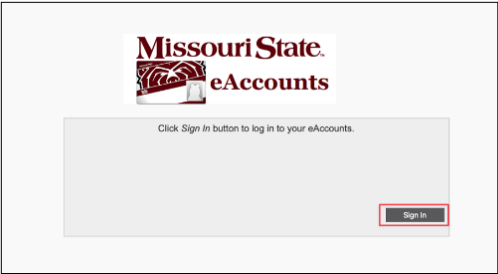


Welcome to Missouri State University! Go BEARS!

We want you to have the best experience at SOAR! Here are some steps/tools on how to submit your photo online for your BearPass Card. This will lower wait times and additional long lines.

Go to [www.missouristate.edu/onlinephotosubmission](http://www.missouristate.edu/onlinephotosubmission) to start the photo submission process.

1. Click the link for **Online Photo Submission** and sign in with your My Missouri State Account: <https://www.missouristate.edu/eaccounts>.

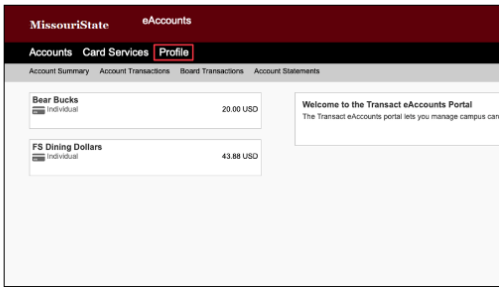


You will need to be able to login to your Missouri state account.

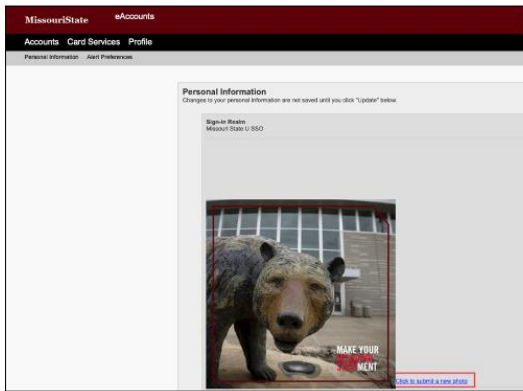
For Help with this you can contact the Help Desk for assistance. <https://helpdesk.missouristate.edu/>

Once you get signed in

2. Select **Profile**.



3. Click the link, **Click to submit a new photo**.

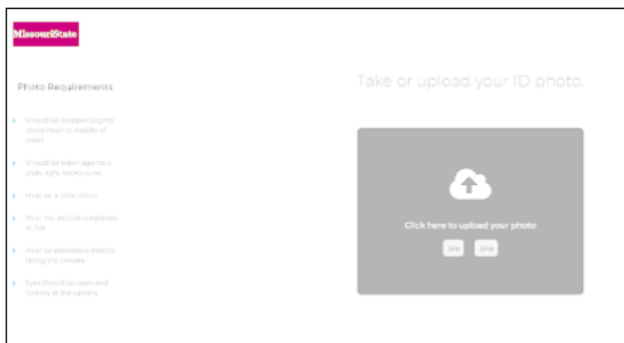


We **request** your full attention to the photo requirements listed below, as these will aid the process for your photo to be **accepted**.

### Photo Requirements

- Take photo against a plain, light color background
- **NO** Black or White Photos – **Only Color**
- **NO** sunglasses or hats
- Crop photo above head to middle of chest
- Face must be positioned directly facing the camera
- Eyes opened and looking at the camera

4. You will then select, **Click Here to Upload Your Photo**. Make sure your picture follows the photo requirements.



You can also contact the BearPass Card Office for assistance.

Email: [BearPassCard@Missouristate.edu](mailto: BearPassCard@Missouristate.edu)

Call: 417-836-8409

Here is a link with additional steps

<https://missouristate.teamdynamix.com/TDClient/1931/Portal/KB/ArticleDet?ID=140754>