

How To Upload Your NOVACard Photo

Step 1: Visit www.nvcc.edu/novacard

Step 2: Click on 'free account' under 'Get Your NOVACard'

The screenshot displays the NOVACard website interface. At the top, the 'NOVACARD' logo is shown with the tagline 'NORTHERN VIRGINIA COMMUNITY COLLEGE'. Below the logo, a navigation breadcrumb reads 'You are here: Home > NOVACard'. A large blue banner features the text 'YOUR ONE CARD IS NOVACARD' and a photograph of a smiling woman holding her NOVACard. Below the banner, a paragraph states: 'NOVACard is the official identification card of Northern Virginia Community College. All NOVA students are encouraged to get a free NOVACard in order to access many benefits and services.'

The main content area is divided into two columns. The left column, titled 'IN THIS SECTION', contains a list of links: '> NOVACard', '> For Students', '> For Faculty', '> FAQ', and '> Office Locations'. The right column features a yellow 'Please note' box, followed by the 'Get Your NOVACard' section. This section includes the text: 'Click on a **free account**. Then upload a favorite photo and stop by any office to pick up your new NOVACard. You can also stop by the nearest Campus Card office and let us take your photo.' A green arrow points from the 'free account' link in the text to the 'For Students' link in the left sidebar. To the right of the text is a small image of a NOVACard with the 'Baldly NOVA' logo. Below the 'Get Your NOVACard' section are two smaller photographs: one of the same woman from the banner and another of a man sitting at a table in a library or study area.

Step 3: Scroll down and click on 'Sign up now!'

**Note: If you already have an account with GET, Login and skip to Step 7*

GET
NOVACARD Online Services
Manage Your Money, View Balances & more!

NOVA | Northern Virginia Community College

Welcome to NOVACARD's online services system. (GET)

This system allows students, faculty and staff to deposit funds into their ACE\$ account or to email a request for funds to their parents, friends or family.

Parents, friends and family may also use this system to deposit funds into a Student's ACE\$ account using the last name and 7 digit NOVACARD ID number.

There are no refunds for any deposits.

[Not Registered? Sign up now!](#) | [I forgot my password](#)

[Login](#)

Parents, Guardians or Other Relatives:

[Click Here to Deposit into a Student's Account \(The Student's Last Name, Birth Date and 7 Digit ID Number is Required\)](#) There are no refunds for any deposits.


[Help](#) | [Terms of Use](#) | [Privacy Policy](#)

Step 4: Enter your information and click 'Register'

NOVA

 | Northern Virginia Community College

Please fill in the fields below to register.

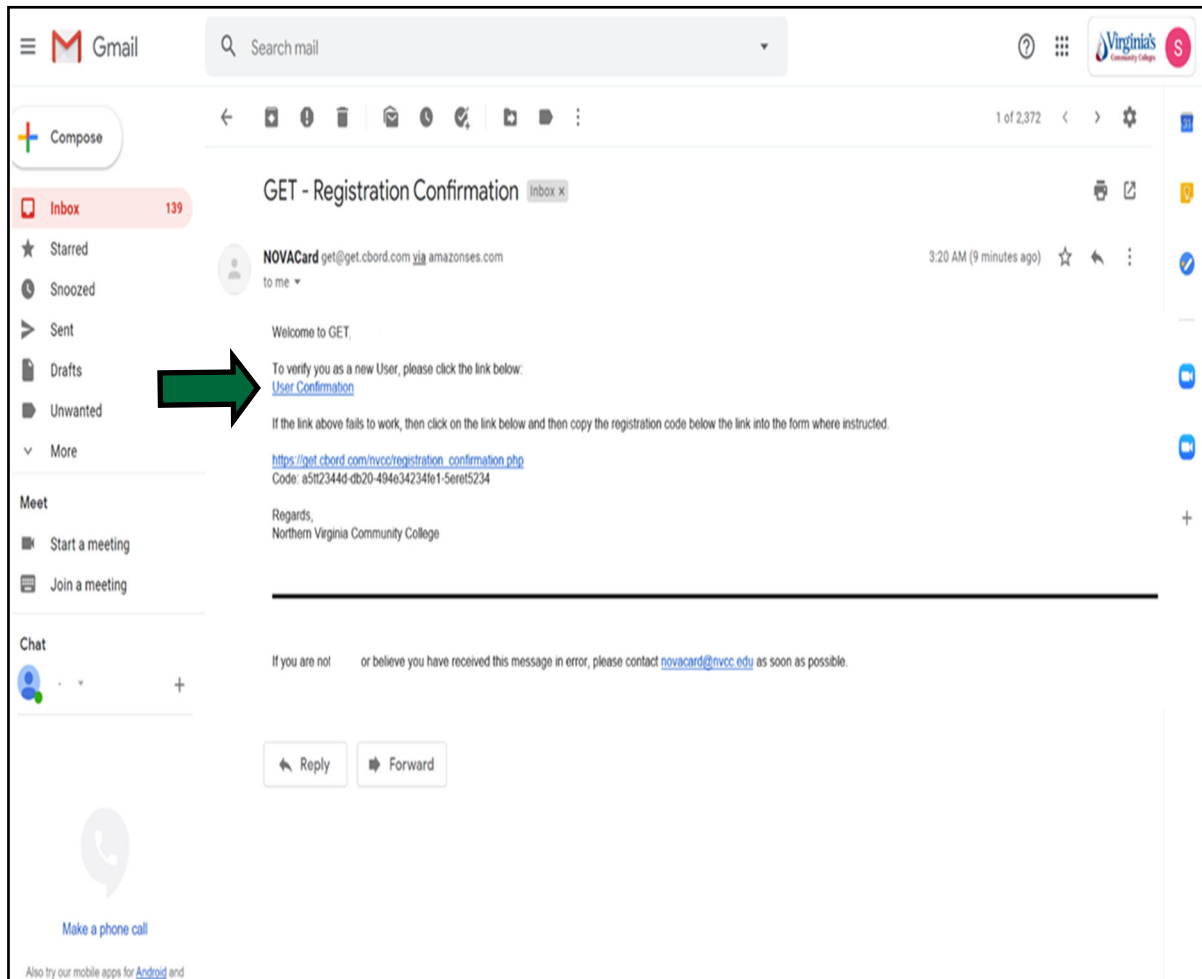
<input type="text" value="ID Number"/>	 Passwords must be at least 7 characters in length Passwords must contain at least one letter and one number Passwords are case-sensitive Your new password cannot be one of your last four passwords
<input type="text" value="First Name"/>	
<input type="text" value="Last Name"/>	
<input type="text" value="Birth Date"/>	
MM/DD/YYYY	
<input type="text" value="VCCS email address only"/>	
<input type="text" value="Re-enter Email:"/>	
<input type="text" value="Phone:"/>	
<input type="text" value="Password:"/>	
<input type="text" value="Re-enter Password:"/>	

By clicking Register you agree you have read the [GET Terms of Use](#) and [Privacy Policy](#)

or



Step 5: Check your VCCS email for your Registration Confirmation and click 'User Confirmation'



Step 6: Enter username and Password and click 'Login'

GET S

Confirmed, Welcome to GET

NOVACARD Online Services

Manage Your Money, View Balances & more!

NOVA Northern Virginia Community College

Welcome to NOVACARD's online services system. (GET)

This system allows students, faculty and staff to deposit funds into their ACES\$ account or to email a request for funds to their parents, friends or family.

Parents, friends and family may also use this system to deposit funds into a Student's ACES\$ account using the last name and 7 digit NOVACARD ID number.

There are no refunds for any deposits.

[Not Registered? Sign up now!](#) | [I forgot my password](#)

Login

Parents, Guardians or Other Relatives:

[Click Here to Deposit into a Student's Account \(The Student's Last Name, Birth Date and 7 Digit ID Number is Required\)](#) There are no refunds for any deposits.

Step 7: Click 'Upload ID Photo'

The screenshot displays the NOVA Northern Virginia Community College student portal. At the top, there is a green navigation bar with the 'GET S' logo, 'Accounts', and 'Explore' icons on the left, and 'Settings' and 'Logout' icons on the right. The main header features the NOVA logo and the text 'Northern Virginia Community College'. Below the header is the 'Overview' section.

The 'Overview' section includes a 'Print Overview' link and a table of account balances:

ACCOUNT NAME	BALANCE
Std/ACES	\$0.00
Fac/Staff ACES	\$0.00

Below the table is a '+ Add Funds' button. Underneath is the 'My Recent Transactions' section, which includes a 'View All Transaction History >' link and a 'Print Recent Transactions' link. Below these links is a table with the following data:

ACCOUNT NAME	DATE & TIME	ACTIVITY DETAILS	AMOUNT (\$ / MEALS)
No Transactions			

On the right side of the page is a 'Quick Links' sidebar with the following items:

- Add Funds
- Add Credit Card
- I Lost My Card
- Upload ID Photo
- Edit Password
- Edit Contact Information
- Where Can I Use My Card?
- NOVACARD Home

A green arrow points to the 'Upload ID Photo' link in the sidebar. Below the sidebar is an 'Ask For Funds' section with the text: 'Need funds fast? Send an email to someone close to you and ask them for funds!'.

Step 8: Under Upload ID Photo Click 'Choose File'

Select The Appropriate Picture And Then Click 'Upload'

**Note: Please wait for an email confirming that your photo has been approved before visiting a NOVACard Office*

Photo Requirements:

- **White Background**
- **Entire Head and Shoulders Should Be Visible**
- **Face The Camera**
- **No Shadows**
- **Photo Should Be Within The Past 6 Months**
- **No Camera Filters**

GET G Accounts Explore Settings Logout

NOVA Northern Virginia Community College

Photo Upload


This utility allows you to upload a photo of yourself that you would like to use for your NOVACARD. Doing this will expedite the process of getting your NOVACARD and minimize the potential of waiting in long lines. Please pay special attention to the instructions and what is acceptable and not acceptable as NOVACARD reserves the right to reject any submissions that do not meet the requirements.


White Background - Photo must be in color with a white or pale background.
Entire Head and Shoulders - Photo must include your entire head and shoulders. We may be able to crop large photos if needed.
Face the Camera - Head and shoulders should directly face the camera. No profile or angle shots. Eyes must be open and looking at the camera.
No shadows - make sure your photo is taken in a well-lit area with no shadows. Make sure that you entire face can be seen. Include headdress only if worn daily for religious purposes and they do not obscure or cast shadows on the eyes or face. Not hats, bandanas, sunglasses, etc.
Recent Photo - Photo must be taken within in the last six months.

File type must be jpeg, png or gif and cannot exceed 1MB.

Once approved, you will receive an email and then you can pick up your new NOVACARD at any NOVACARD office. Remember to take your email with you when you pick up your new NOVACARD.

Use the Browse button to locate the ID picture you would like to upload. Then click Upload to submit the new picture for approval.

Current ID Photo  No file chosen

Upload ID Photo 

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