PHOTO UPLOAD PROCESS FOR CAROLINA CARD ID

1. Log on to CarolinaCard Online (https://my.carolinacard.sc.edu).

2. Select the "**CarolinaCard Photo Upload**" link and follow all four simple steps to complete the photo upload process. If you have a previous photo on file with USC, you will need to contact the CarolinaCard Office at ccard@mailbox.sc.edu or 803 777-1708 and have them open the portal for you to upload a new photo. You will have 24 hours to submit a new photo.

3. You will receive an email to notify you when your photo has been accepted or rejected. If they do not accept your photo, you will be given a reason and told how to correct the problem.

4. Email SOMCarolinaCard@uscmed.sc.edu when your photo is ready to be printed and provide an on-campus address for delivery or indicate that you will pick up your ID in the basement of VA Bldg. 3, Room 008. **New students will receive their IDs at orientation.**

For access to the Humphries Fitness Center at the School of Medicine please email:

vadooraccess@uscmed.sc.edu

Lost or stolen IDs are $35.00 to replace (exact cash or check only). Please contact 803 216-3150 for assistance with a lost or stolen ID.

If your ID is worn or access is not working, you must turn in your old ID to receive a new ID.