



ID Photo Upload Process

FROM A COMPUTER:

1. Use the link <u>https://get.cbord.com/reynolds</u> to log into your account.



2. Click the "Upload ID Photo" link under Quick links.



3. Upload a photo from a file or take a photo using an integrated camera or a camera connected to your computer via USB.





Reynolds Community College Department of Police 1651 East Parham Road P.O. Box 85622 Richmond, VA 23285-5622



4. Crop your photo by dragging the box over your photo.



- 5. Upload your photo for approval.
- 6. Schedule your ReynoldsID appointment with Reynolds Community College Department of Police to pick up your ReynoldsID.



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MOBILE PROCESS

1. Download "Get" mobile from the Apple App Store or the Google Play Store





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2. Access your account with your VCCS credentials and create a pin number.



3. Access "Settings" from the "Home" Screen.







Reynolds Community College Department of Police



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- 4. To upload a photo image, tap "Update Photo" and follow the prompts to submit your ReynoldsID photo for review.

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