# Step by Step Instructions to Obtain a Digital Student ID!

Welcome to the Post University family! This guide will help you obtain your Digital Student ID. Please make sure to review the requirements in addition to the steps below.
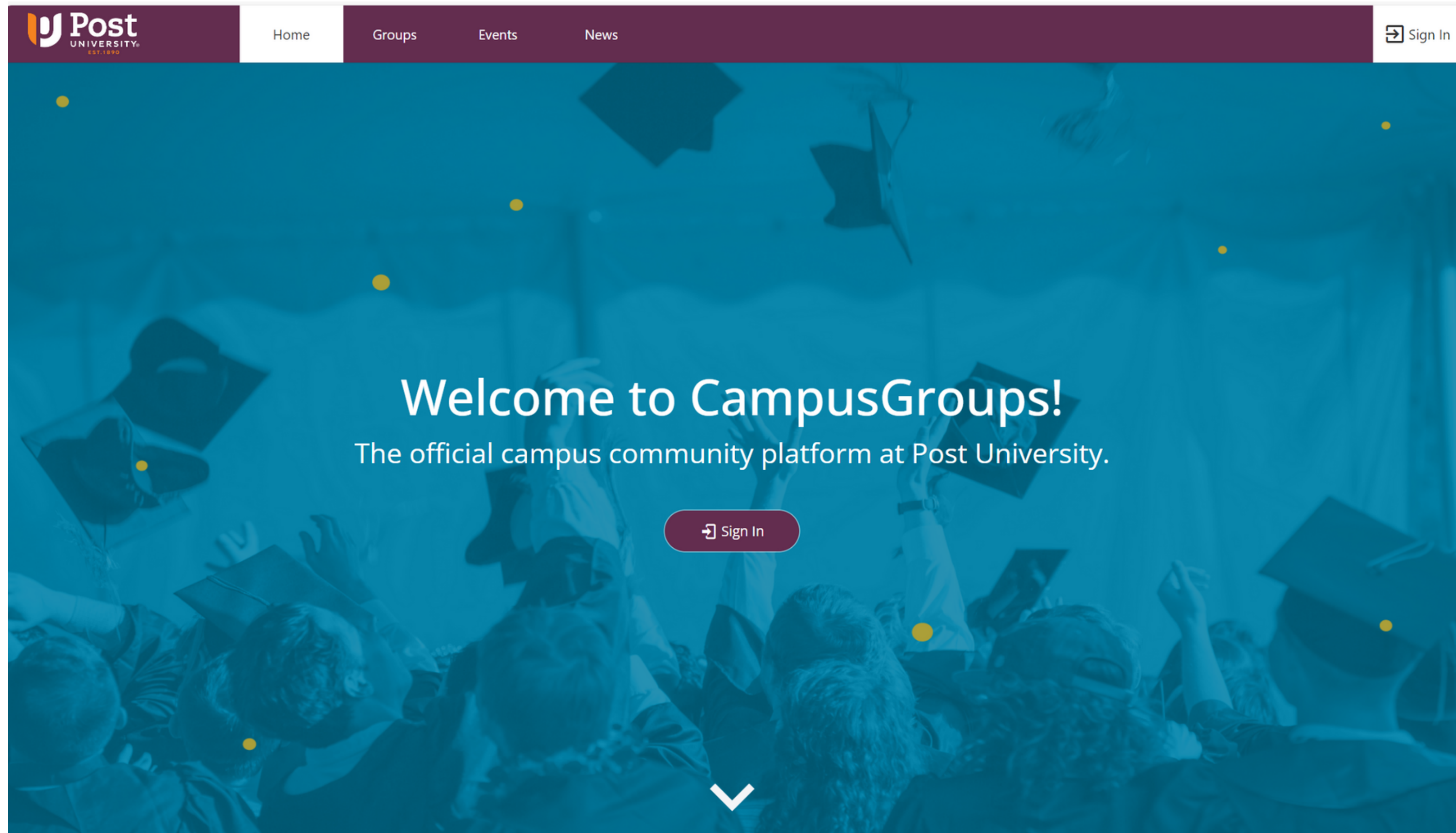
## Requirements

- Head and face must face the camera directy with head and shoulders in view and in an upright position
- It is recommended to use a neutral background and avoid using filters
- Please avoid wearing a hat or head covering unless for religious purposes
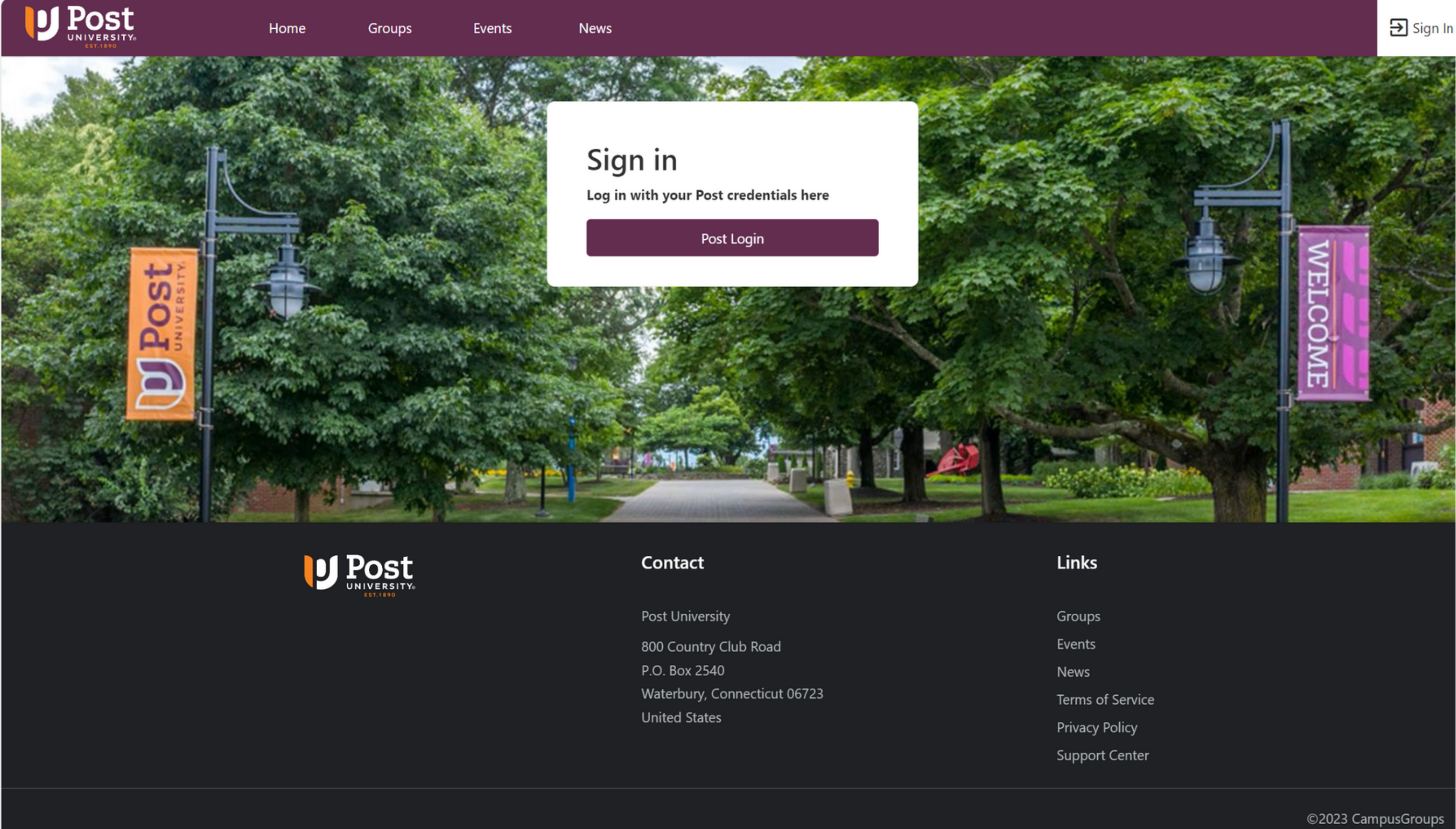- Make sure your face is completely visible

## Student ID Benefits

- Local and national discounts on stores, travel, subscriptions and more
- Visit our campus, library and dining hall
- Participate in Post Campus and Sporting Events

# Go to post.campusgroups.com

# Click sign in and enter your credentials (Post email and password)

# Click your profile photo button on the top right

# The dropdown will open and click "Edit Profile"

# Under Basics, Enter in your Information

# On the same page, scroll down to "Photos". Make sure to upload a professional photo meeting the requirements.

# Click on Academic Section and fill in the required information. Be sure to click "Save" at the bottom.

# Return Home, Click the Three Lines at the top, and visit "ID Card"

# Here you will find your Student ID Card

Home

Feed

Chat

Student Newsletter

Email Inbox

ID Card

Groups

Social Media

Directory

Home

Groups

Events 25

Chats

**Post University**

Your name

DEGREE
-

ENTRY
-

GRADUATION
-

EMAIL

d094f9d6f8e1645f221e18d14afcc9be

Congratulations on completing another step towards your educational journey!