Welcome to GPTC new students!

HOW TO OBTAIN YOUR GPTC STUDENT ID CARD

All Georgia Piedmont Technical College Faculty, staff, and students are required to wear and clearly display their identification (ID) badges while on campus at all times. Your GPTC ID card is your key to the many services and activities both on and off campus.

Need your GPTC Student ID badge? Follow the steps below to obtain your ID badge:

1 **ASK SOMEONE TO TAKE A PHOTO OF YOU**

Photo Tips:
- Take your picture against a solid colored background
- Your photo should be of your head and shoulders only
- Take the picture with the camera turned vertically. This will eliminate extra space in the frame.
- You CAN use a smartphone to take your picture

1 **SUBMIT YOUR PHOTO**

Email your digital photo (.jpg or .bmp) file to **ID@GPTC.EDU**

Include the following information in the subject line of the email
- ID Request - Last name, First name

Include the following information in the email
- Your first and last name
- 900 Number
- Where you are taking GPTC Courses (DeKalb, Newton)

3 **CONFIRMATION WILL BE SENT VIA EMAIL ONCE YOUR ID IS READY FOR PICK UP**

CONTACT INFORMATION FOR TECHNICAL DIFFICULTIES | Please contact ID@GPTC.EDU if you have any difficulties uploading/sending your picture.