



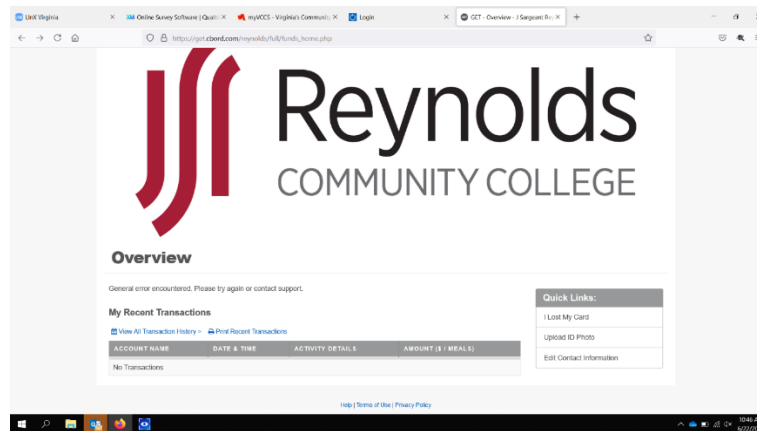
Reynolds Community College Department of Police
1651 East Parham Road P.O. Box 85622 Richmond, VA 23285-5622



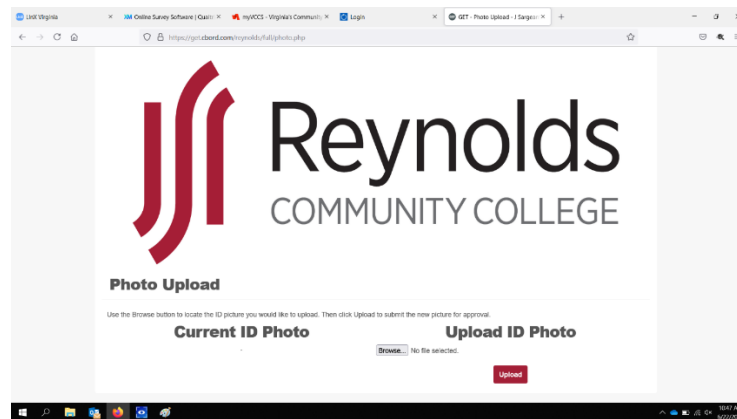
ID Photo Upload Process

FROM A COMPUTER:

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



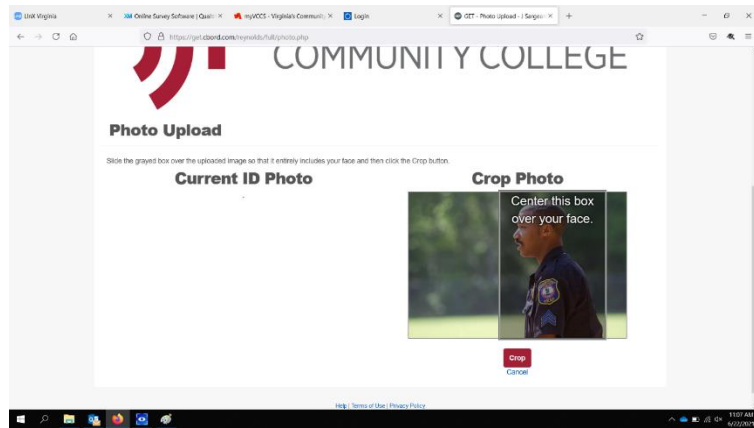
2. Click the "Upload ID Photo" link under Quick links.



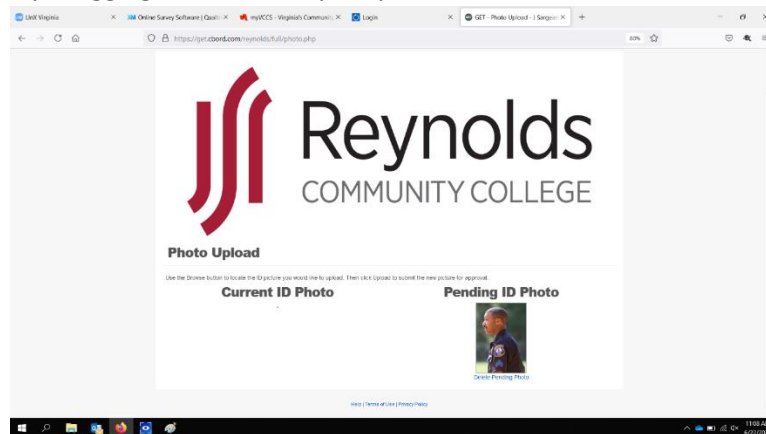
3. Upload a photo from a file or take a photo using an integrated camera or a camera connected to your computer via USB.



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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.

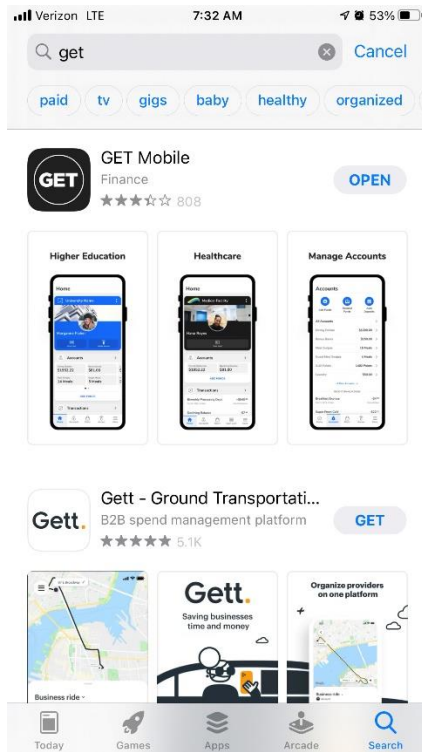


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MOBILE PROCESS

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

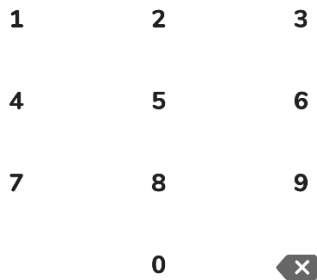
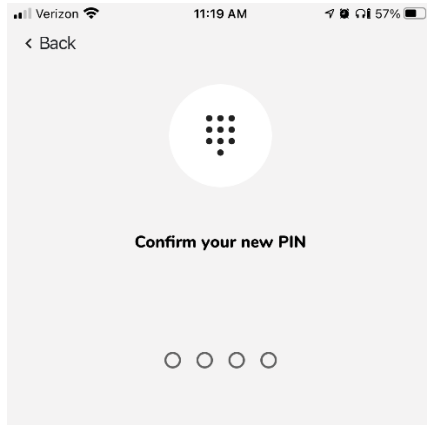




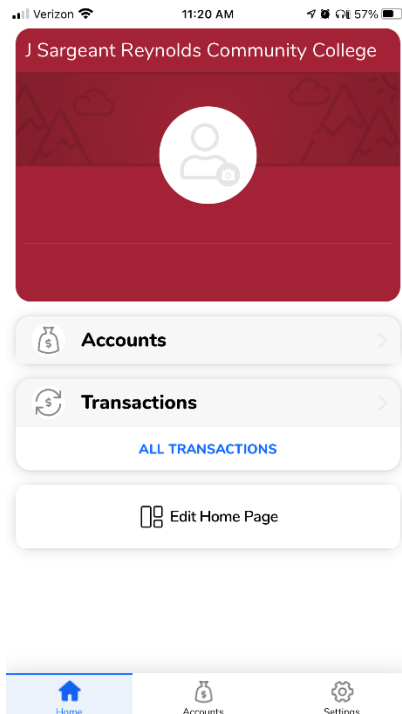
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2. Access your account with your VCCS credentials and create a pin number.



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

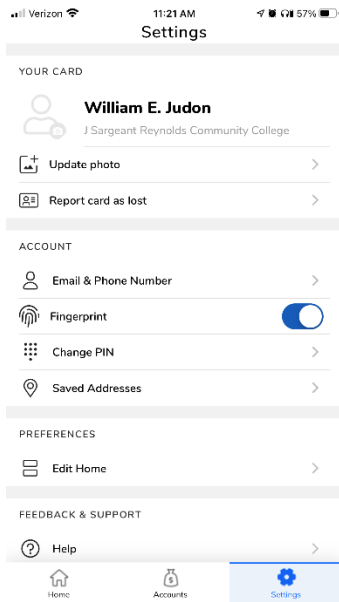




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4. To upload a photo image, tap “Update Photo” and follow the prompts to submit your ReynoldsID photo for review.



5. Schedule your ReynoldsID appointment with Reynolds Community College Department of Police to pick up your ReynoldsID.