

Online MCard Instructions

You will receive your MCard at your orientation session

Request deadline is 1 week prior to your orientation session

Log into mcard.umflint.edu:

- Go to mcard.umflint.edu in a supported web browser (Google Chrome, Internet Explorer, Mozilla Firefox)
- Log in using your username and password
 - If you do not know your username and/or password, contact the helpdesk at ITSHelpdesk@umflint.edu or 810-762-3123 Option 1
- Upon logging in successfully, you will see the page below.

The screenshot shows the 'Request a M-Card' web page. At the top, there is a navigation bar with links for ABOUT, ACADEMICS, CAMPUS LIFE, TUTION, VISIT, and APPLY. The main heading is 'Request a M-Card'. Below this, there is a 'WELCOME, [MCARDUSER]' section with a 'Logout' link. The main content area contains instructions for users, including a 'PHOTO GUIDELINES' section with a list of requirements: File type: .jpg, .png, or .tiff; Size: 100x100 or smaller; Three forward-facing heads or arms reaching from the top; Head shot: Shoulders and above; Background: Plain and light colored; Eyes: To be black and white or sepia; In-focus: with your face clear and sharp; Recent: Photos taken only six months; No Accessories: hats, hairbands, sunglasses, etc. There are also two 'Select Image' buttons for uploading a photo and a government issued ID. At the bottom, there are radio buttons for 'Pick up in person' and 'Pick up at orientation hall', with a 'Submit' button below.

Submitting your MCard and Government Issued Photo ID:

- You will need a digital photo of yourself, taken in the style of a passport (Head and shoulders on a plain, light colored background.)
 - Pictures with a filter, in black & white, or sepia will be denied
 - Pictures that do not follow the photo guidelines will be denied.
- You will need a digital photo of your entire government issued photo ID such as a Driver's License, State ID, or Passport.
 - Pictures that do not include the entire photo ID will be denied.
 - *If you do not have one of the ID's listed above you must provide a photo containing an alternative photo ID, a birth certificate or drivers permit, and a parents government issued photo ID.*
- Select "Pick Up In Person".

- Click Submit

Next Steps

- Watch for an email from CS@umflint.edu or check back at mcard.umflint.edu to see if your application is approved or denied.
- If denied you may be asked to resubmit your ID photo or government issued ID photo

Common Issues:

- If your photo(s) are not uploading to mcard.umflint.edu, try lowering the resolution of your photo or shrinking the file size of your photo(s).
- Make sure that your photos are in one of the allowed file types (".jpeg" ".jpg" or ".png")
- If you have not been added to the MCard system, you will see the page below when attempting to log in. Please contact Classroom Services at cs@umflint.edu to have this issue resolved.
- If you are still having trouble with submitting your photos, please contact CS at cs@umflint.edu

