In preparation for your start date, you are required to provide a photo for your employee ID.

Please be sure to follow below guidelines. If you are unable to upload a good photo you can take a photo in the ID room

**Please email picture with your Last name, First name and credential in subject line**

**(i.e. Smith, Thomas MD) to this address** Security@holy-cross.com

**KEEP IN MIND THIS PHOTO IS FOR YOUR NYU HOSPITAL ID BADGE!**

* The photo must be in color and must be a current photo.
* Taken in front of a **PLAIN** **WHITE** or off white background
* The photo must be a JPG file and file must have Last Name, First Name. (i.e. Smith, Thomas)
* **No pictures with filters** (i.e. Snapchat, Instagram)
* No side profiles or diagonal profiles
* No obstructions to the face (mask, earbuds, etc.)
* Do not take a picture of your passport/driver’s license picture
* Remember to smile in your photo!

