VaughnCollege
of aeronautics and technology

OBTAINING YOUR COLLEGE IDENTIFICATION CARD:

1. Take a photo *(see photo requirements below)*

2. Go to https://get.cbord.com/vaughn/full/login.php, and using your Vaughn College email, register for a cbord account

3. Sign in, click **"Quick Links"** choose **UPLOAD ID PHOTO**

4. Browse to your picture, **UPLOAD**

5. Pick up your photo from security in the main building
   - Identification cards are typically ready within 24-hours of upload
   - You will need to show government issued ID and have your Sonis ID number to retrieve your college ID card

Photo Requirements:
- Smooth white background
- Must be in color (black and white will be rejected)
- No hats or sunglasses.
- Must be a full front view of your head and shoulders only with face filling at least 80% of frame.
- You must be looking straight at the camera (No side profiles).
- Do not retouch or otherwise enhance or soften photo.

This picture is for identification purposes and must clearly identify you as a person.