Paw Pass Photo Consent Agreement

The College of Southern Nevada and the Paw Pass Office require user consent for photo usage on issued physical and mobile passes to verify your identity. All photos must meet Paw Pass requirements. Along with verification of identity through user photos, other purposes may include any proctored testing, advertising, photo rosters, or instructional support as use cases. Any CSN applications, mobile or networked systems, online resources, or any digital communication can also be used in conjunction with user photos. If you do not consent to the use of your photo, access to services and resources may be negatively impacted or denied. Under FERPA regulations, photo images on the Paw Pass may be used by school officials with legitimate educational interests and by others as indicated.

Photo Submission Process

All CSN members should have a Paw Pass. Paw Pass is the official identification credential for the College of Southern Nevada. Your Paw Pass provides access to various services across all campuses including the library, campus recreation center, study rooms, access to home games, bookstores, vending, food service, Grubhub+, and other ID incentives throughout CSN and across the valley! Use your mobile device(s) to easily complete purchases for services at each main campus location!

Getting Started

The online photo submission process allows users an easier and more accommodating alternative to appointment scheduling and long lines at the Paw Pass Office.

Students must claim a NETID username/MyCSN account to activate their Paw Pass. To claim a NETID username/MyCSN account, visit https://csnstudent.csn.edu/StuVerify/default.aspx.

Faculty and staff activate their Paw Passes by utilizing CSN's username and password credentials via Single Sign On (SSO). Faculty and Staff must have an @csn.edu email to complete the photo submission process.

Everyone, including online and on-campus Students, Faculty, and Staff, require an active account. For assistance activating your MyCSN account, please contact technical support at +1 702-651-4357 or email the admissions team at registrar@csn.edu.

While CSN is a mobile first campus, physically printed Paw Passes can be made by appointment only. You may have only one (1) provisioned mobile credential **OR** one (1) physical pass printed. If opting for a physical pass, please read all the requirements and schedule your in-person appointment at pawpass.csn.edu at one of three Paw Pass offices located at:

1. West Charleston Campus
   C Building, Room 138
   6375 W. Charleston Blvd.
   Las Vegas, NV 89146

2. North Las Vegas Campus
   Main Building, North Wing, Room N147
   3200 E. Cheyenne Ave.
   North Las Vegas, NV 89030

3. Henderson Campus
   C Building, Room 213, Space 2

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700 College Dr.
Henderson, NV 89002

A photo of the user's face is necessary on the Paw Pass to make it easy to identify the carrier upon request.

Remember to choose your photo carefully. It will serve as your identity photo for the entire time you are at CSN. Submitting a photo other than your own is fraud.

To submit a photo, follow the instructions below. Once the photo is submitted, the Paw Pass Office will review and email the sender a photo approval confirmation, or instructions on how to resubmit a photo, should the photo not comply with the photo submission guidelines and requirements detailed below:

Photo Submission Guidelines and Requirements:

- A recent color photo with a neutral background. Approved neutral background colors are white, off-white, cream, beige, or light gray.
- The photo must display your head from the crown to the top of your shoulders, and from hairline side-to-side. You must follow the same requirements in place for a passport or a driver's license photo. Senior/high school graduation photos are not acceptable.
- You may wear a hat or head covering, but you must submit a signed statement to Paw.Pass@csn.edu that verifies that the hat or head covering is part of a recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying the item is used daily for medical purposes. Your full face must be visible, and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You may wear prescription glasses for the photo; however, no reflections from the eyeglasses must obscure the eyes. Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need to wear them for medical reasons. If dark glasses or nonprescription glasses with tinted lenses are required for medical purposes, a signed doctor's statement must be provided to the Paw Pass Office at Paw.Pass@csn.edu.
- A full-face view directly facing the camera.
- No app filters or photo effects.
- The photo must have been taken within the last 6 months.
- The photo must be at least 300x400 pixels, resolution must be at least 72 dpi.
- The photo must be no larger than 1500x2000 pixels, under 5MB (5000 KB) or less, in color, and in .jpg format.
- The photo should be only of you (single subject).

Visit the website below to review Paw Pass photo guidelines as followed by passport security. The Paw Pass Office cannot accept a photo that does not meet these requirements. https://travel.state.gov/content/travel/en/passports/how-apply/photos.html

Have your government issued ID ready for upload so the Paw Pass Office can confirm your identity. Your ID photo submission must be in jpg format and sized between 300KB to 2MB.

Approved government IDs include:

- Driver's License
- State Identification Card
- Passport/Visa

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- Permanent Residence Card

  If you do not have any of the government IDs specified above, you may also present two of the following forms of ID from the list below. Ideally, one of the IDs presented should include a photo.

- High School Photo ID
- Certified Birth Certificate
- Social Security Card
- Military Discharge DD214
- Certified Marriage License
- Official Transcript/s

AVOID:

• Pictures with closed eyes.

• Eyes are looking down or to either side.

• Shadows on the face.

• Other visible people, pets, or objects in the photo.

• Inappropriate expressions.

• Group photos.

• Blurry or filtered photos.

• Black and white photos.

• Photos with a hand resting on the face.

• Scanned, photocopied, or pictures of images.

• Photos older than six months.