Cooper Medical School of Rowan University

Welcome to CMSRU! In order to have your student badge printed you are required to upload a headshot photo directly to Rowans Atrium ID software. The instructions can be found below. Please inform Lorsley Boogaard via email at boogaard@rowan.edu when you have completed your photo submission along with your banner number as she is the person who will print your badge.

Instructions To Upload Your Photo

Go to: myrowancard.rowan.edu

Click on **Student & Staff Login** Button

To upload a photo click on the **PERSONALIZE** option on the left hand menu then **UPLOAD YOUR PHOTO**

You must agree to the terms and conditions to proceed!!

On the next screen enter your email address and then click on **CHOOSE FILE** to select the photo you wish to upload

After you upload the photo you will be prompted to do any cropping or rotating of the submitted photo.

Once you have completed those actions click **SAVE PHOTO** and then click **CONFIRM** to submit the photo.

Once your photo is submitted you will receive an email from rowancard@rowan.edu of your successful submission and you will then receive another email once the photo has been approved or denied.

If you are having difficulty with uploading your photo please contact:

Vinnie Surace
RowanCard Services Administrator
Card Services Office
Rowan University
856-256-5267
surace@rowan.edu
http://rowan.edu/rowancard