

Guidelines For Your Cooper Employee ID Photo

All Cooper employees are required to wear identification badges that are visible at all times while at work. Your ID badge provides access to different locations across campus, including parking garages once you submit your parking application.

TO DO: Submit a professional or high-quality selfie photo to the Talent Acquisition mailbox:

TPhotos@cooperhealth.edu

BY WHEN: No later 5:00 p.m. on the Thursday before your Monday start date. You'll receive your badge when you arrive onsite.

- Must have a white smooth background - no other people or objects in photo.
- Must be in color (black and white photos will not be accepted).
- Sufficient lighting with no shadows.
- Must be a full front view of your head and shoulders only with face filling at least 80% of frame.
- Cropped from just above the top of head to collarbone.
- Do not retouch or otherwise enhance or soften photo.
- You must be looking straight at the camera (No side profiles).
- No hats or sunglasses.
- This picture is for identification purposes. The picture must clearly identify you as a person.
- The file must be in jpg or jpeg format. Other formats will not be accepted.
- File size cannot exceed 2MB.

The Badge Office is located inside of Cooper's Conference Center. This office is managed by Cooper's Security Department. The Badge Office is open Tuesday through Friday during day-shift hours.