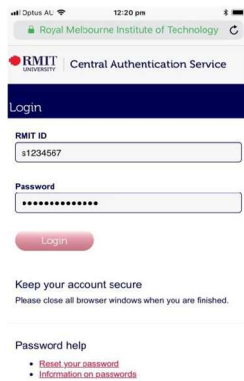


Applying for your student card on your mobile phone

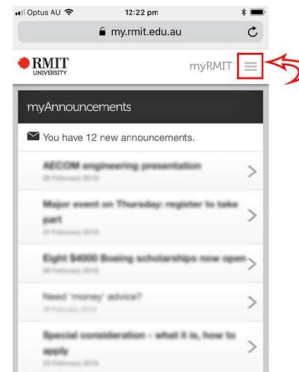
1. Log in to myRMIT at my.rmit.edu.au



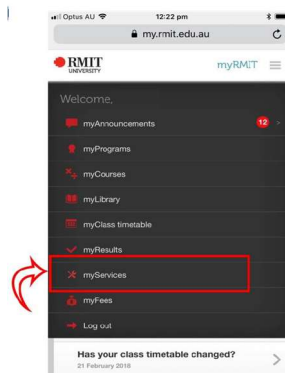
Username
your student number
(e.g. *s1234567*)

Password
p + your date of birth
backwards + !
(e.g. *25 December*
1995 is *p19951225!*)

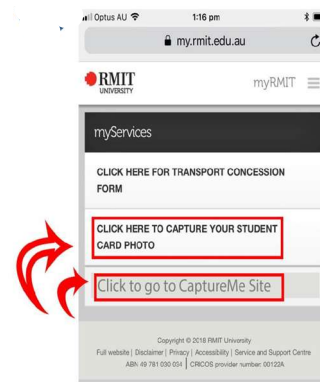
2. Click on myRMIT



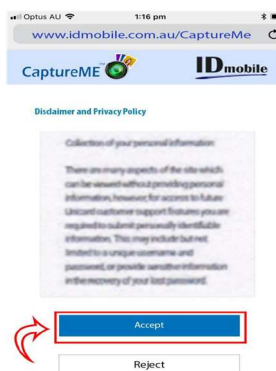
3. Go to myServices



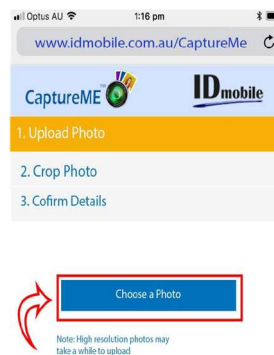
4. Click through to CaptureMe Site



5. Accept Disclaimer and Privacy Policy



6. Click on Choose a Photo



You can upload a photo or take a new one. It must have a light-coloured background and no filters. A passport style photo is ideal.

Crop your photo, if you need to, and click through to Confirm Details

7. Check your mailing address before you submit your photo

REW STUDENTS

Your mailing address must be RMIT Training Building 108. If the address shown is not RMIT Training or is an overseas address, please **do not submit your photo**. Come to Student Services on Level 3 to have the address updated. Cards sent to an incorrect address will incur a lost card replacement fee of \$10.

FOUNDATION STUDIES STUDENTS

Check that your mailing address is correct. The mailing address is where your student card will be sent to. It should be where you are living in Australia. If the address shown is incorrect, temporary or is an overseas address, please **do not submit your photo**. Update your address in Enrolment Online or come to Student Services on Level 3 and we can help. Cards sent to an incorrect address will incur a lost card replacement fee of \$10.

