

Type: Administrative  
Applies to: Faculty and Staff (part time & full-time)

## PROCEDURE

Issued: September 2025  
Revised:  
Edited by: Tina Stuchell

The purpose of this policy is to provide clear procedures for employees to obtain headshot photos. These photos are used for an employee's ID Card, the internal directory, within various systems, and may be used by the Office of Marketing and Office of Communication for a variety of external and internal promotional purposes.

## Definitions

| Term                  | Definition   |
|-----------------------|--|
| Budget Officer        | The leader of an administrative or academic office/unit that is responsible for the department budget. |
| Cockrill's Studio     | Professional photographer located at 670 W. State Street, Suite 2b, Alliance Ohio 330.821.8303.        |
| Employee              | Individual currently employed by the University of Mount Union   |
| GET App               | CBORD mobile app, used in conjunction with CSGold ID Card System.                                      |
| Headshot Photo        | Photo or portrait shoulders up   |
| Professional Headshot | High quality photo/portrait, typically shoulder up, designed for professional use.                     |

## Details

### ID Card Photos

- All employees are to visit the Office of Camps, Conferences, and Card Services (located in HPCC) to get a photo taken for their Mount Union ID Card.
- This photo will be used for the Mount Union ID and distributed to the following systems:
  - CS Gold – ID Card System
  - Raider Experience for internal campus address book.
  - Ellucian Colleague UI & Self Service.
  - MS 365 applications & MS Teams
- It is recommended that employees get a new ID Card picture taken once every seven - ten years, unless the card is lost or stolen.

### Professional Photos

- Employees may choose to get a professional photo taken. If desired, there are two locations at which these photos can be obtained.
  - Cockrill's Studios.* An individual can schedule directly with Cockrill's Studios after obtaining supervisor/budget officer approval. The expense for this photo – \$30 for the sitting fee and \$35 for the digital image, a total of \$65 – will be charged to the individual's office or department budget as determined by the supervisor/budget officer. Prior to sitting for the headshot, the individual must provide Cockrill's Studio with a completed University of Mount Union Faculty and Staff Headshot Order Form (need to create), including the full 11-digit office or department account number to be charged and the signature of the supervisor/budget officer. Upon the individual's selection of the preferred image and any required editing, Cockrill's Studio will distribute the image to the Office of Communication, and it will be uploaded to the University's digital asset management system and sent to the individual featured in the image.

# Employee Headshot Photos

## PER 13.0

### Office of Human Resources

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- *Office of Digital Learning and Design.* Periodically throughout the year, the Office of Digital Learning and Design will host photo shoots during which an individual can schedule to have a professional photo taken. These sessions will be announced by UMUToday. There is currently no cost for the department for these headshots. Following the individual's selection of the preferred image, the photo will be distributed to the Office of Communication to be uploaded to the University's digital asset management system and will also be sent to the individual featured in the image.
  - Once the individual obtains their professional photo, they may choose to replace the photo currently displayed in Mount Union's internal systems, for which their ID Card photo is the default. To do so, they must upload the new headshot using the GET mobile app using the following steps. Inside the GET app, go to more, then settings, then update photo. Once it has been uploaded and approved by the Office of Camps, Conferences, and Card Services, it will be distributed to the following systems the next time uploads are run:
    - CS Gold – ID Card System (no new ID Card is automatically printed)
    - Raider Experience for internal campus address book.
    - Ellucian Colleague & Self-Service
    - MS 365 & MS Teams
- Please note that, although the previous ID Card photo will be replaced by the new headshot in the CS Gold ID card system, a new ID card will not be printed with the new headshot to prevent additional costs being incurred.
- It is recommended that employees obtain a new professional photo every seven – ten years, unless directed by the Office of Communications or Office of Marketing.
  - Professional photos can be uploaded by individuals into D2L Brightspace.
  - An individual who would like the University to discontinue use of their professional photo must contact the Office of Communication to have it removed from the University's digital asset management system.

### Responsibilities & Contacts (required)

| Subject            | Office   | Telephone                    | E-mail/URL   |
|--------------------|--|------------------------------|--|
| Employee Questions | Office of Human Resources                                      | 330.829.6560                 | humanresources@mountunion.edu  |
| ID Card            | Office of Camps, Conferences, and Card Services                | 330.829.2877                 | <a href="mailto:purpleplus@mountunion.edu">purpleplus@mountunion.edu</a> or <a href="mailto:camps@mountunion.edu">camps@mountunion.edu</a> |
| Professional Photo | Office of Communication, Office of Digital Learning and Design | 330.823.6090<br>330.823.4895 | information@mountunion.edu<br>umudigitallearning@mountunion.edu  |
| Systems            | Office of Information Technology                               | 330.823.2854                 | IT@mountunion.edu  |