Things to Consider Before You Begin

1. Make sure you have your school email address handy.
2. You may be asked to purchase an item, if you elect to do so then have a credit card available.
3. If you're going to submit your picture for your ID, you will be asked for a second ID to verify who you are. Have your DL, State ID, or Passport ready.
4. You will be given an option to pick up your Student ID card at the ID Station or have it mailed to you for a fee.
   a. If you elect to pay for the mailing, have your mailing address accessible.
5. If you're going to get a student ID and a RTD CollegePass, you will need to do each function independently of the other.
   a. Purchase your campus ID, then sign back in and get your RTD CollegePass.
   b. Students must acquire a campus ID to be eligible for a RTD CollegePass
6. If you have any errors along the way, try the process again.
   a. If the errors persist, please send an email to this address and a support ticket will be created and one of our staff will get back to you.
   b. The address is support@schoolvision.net
7. If you send an email, please provide the following.
   a. Your name, student ID# and phone number.
   b. Give a description of the error.
   c. Provide a screenshot of the error if possible.

If you're ready to begin, then please click or scan the following links.

ahec.school-payments.com

AURARIA HIGHER EDUCATION CENTER™

ID Station Mobile Payment System

School Email

michaeln@dbbuilder.io

Password

••••••••••

If you have not logged in before,
your password is your Student ID
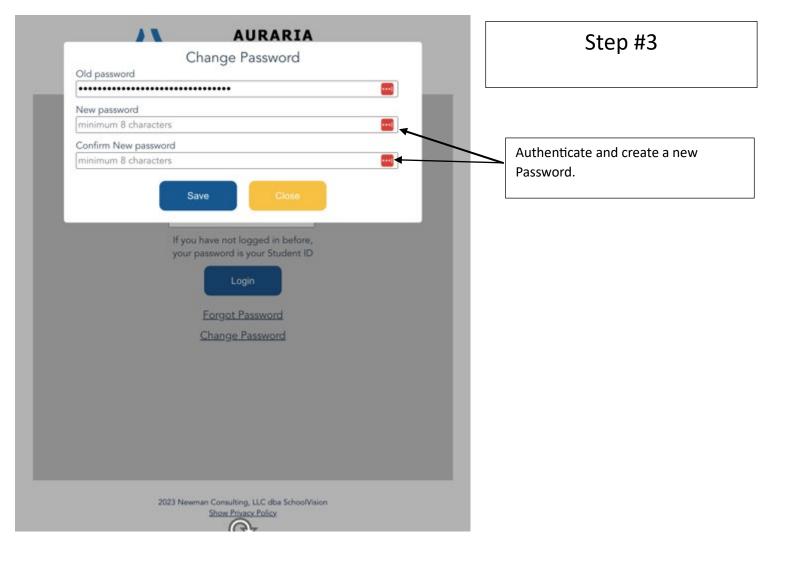
Login

Forgot Password

If you have an existing Password from a previous log-in please continue to STEP #4

If this is your first time, then please enter your student email address and use your Student ID as your password. You will be instructed to create a new password, via an email sent to your student email address.
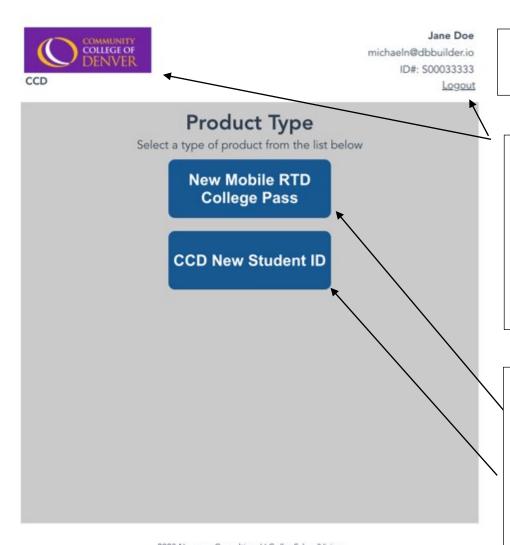
AURARIA HIGHER EDUCATION CENTER™

ID Station Mobile Payment System

School Email

michaeln@dbbuilder.io

Password

••••••••

If you have not logged in before,
your password is your Student ID

Login

We need to verify your identity by email. Please check your email for your new
secure temporary access code from school-payments.com. If you don't see an email,
please check your spam/junk mail folder or click Forgot Password.

Forgot Password

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Please note the email verification.

AURARIA

Change Password

Old password

●●●●●●●●●●●●●●●●●●●●●●●●●●●● ▣

New password

minimum 8 characters ▣

Confirm New password

minimum 8 characters ▣

[Save]   [Close]

Authenticate and create a new Password.

If you have not logged in before,
your password is your Student ID

[Login]

Forgot Password

Change Password

**AURARIA
HIGHER EDUCATION
CENTER™**

ID Station Mobile Payment System

School Email

michaeln@dbbuilder.io

Password

If you have not logged in before,
your password is your Student ID

Login

Forgot Password

Change Password

Type in your new or existing password

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Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

Product Type

Select a type of product from the list below

New Mobile RTD College Pass

CCD New Student ID

CCD

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Now you will notice that:

- your school logo is on the left (this is an example of CCD)
- your name, email, and ID# are on the right.
- you have an option to logout.
- you have new product type options.

Product Type

If you're here to buy an RTD pass, then select that option

If you here for a new student ID then select that option

For the purposes of this document, we will follow the new student ID option

Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

Product
Select a product from the list below

CCD EC New Student ID - Pickup
CCD
Certain conditions apply*
This option is only available to new first time registered CCD students. CCD authorizes the charge based on fees collected and the student being included on the new student verification list that CCD produces.
This option will not allow you to move forward if you do not qualify. ID pick up is at the Auraria Campus ID Station.
Name, Email, Photo

CCD EC New Student ID - Mailed - $10.00
CCD
Certain conditions apply*
This option is only available to new first time registered CCD students. CCD authorizes the charge based on fees collected and the student being included on the new student verification list that CCD produces.
This option will not allow you to move forward if you do not qualify. Mailing of your new student ID to the address you provide.
Name, Email, Photo, Address

< Back

Now you have two options.

1. To take a photo and pickup your card at the ID Station.
   a. Note that you may get a free card depending on your eligibility.
   b. If this is your second card a payment may incur.
2. If you would like to take your photo and have the card mailed to you a payment of $10 will be charged to your credit card.

Please select your option.

Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

Enter your Information

First Name *   Jane

Last Name *   Doe

Mobile Phone # (10 digits)

Email Address *   Michaeln@Dbbuilder.lo

* Required Field

Continue

< Back

If you decide to pickup your card at the ID station, you will see a screen like this.

Please enter.

1. your name first and last.
2. Your phone is optional.
3. Your student email address
4. Hit continue.

If you have selected to have your card mailed to you, in addition to these field you will need to enter your mailing address or the address you want to send your card.

Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

ID Picture

Click to Confirm Picture Requirements

Continue

Picture Requirements

Clutter-free background - a blank wall works great!
No Masks - Halloween masks, surgical masks, Phantom Of the Opera Masks....any kind Of mask
No Sunglasses, no Bandanas, no face painting
Make sure your eyes are OPEN - They are beautiful Let's see them
No Props
SMILE

We would like to take a photo of your very best. We have requirement for your consideration to review before taking the photo.

These are:

1. A clutter-free background
   a. A blank wall works best.
2. No mask or face covering.
3. No sunglasses, bandanas no face painting.
4. No props
5. Open your eyes.
6. Smile.

Please click on the confirm picture requirements button.

Picture Requirements

Clutter-free background - a blank wall works great!

No Masks - Halloween masks, surgical masks, Phantom Of the Opera Masks....any kind Of mask

No Sunglasses, no Bandanas, no face painting

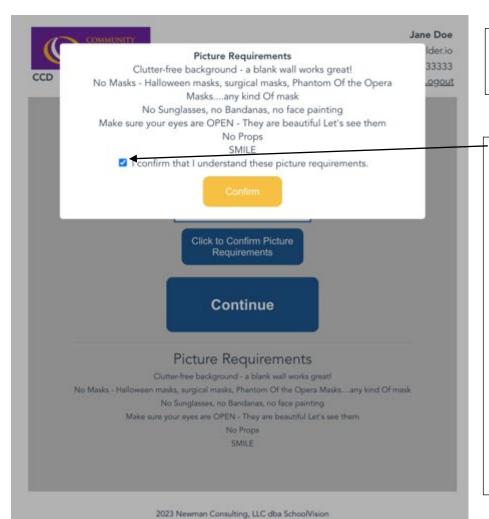Make sure your eyes are OPEN - They are beautiful Let's see them

No Props

SMILE

☑ I confirm that I understand these picture requirements.

Confirm

Click to Confirm Picture Requirements

Continue

Picture Requirements

Clutter-free background - a blank wall works great!

No Masks - Halloween masks, surgical masks, Phantom Of the Opera Masks....any kind Of mask

No Sunglasses, no Bandanas, no face painting

Make sure your eyes are OPEN - They are beautiful Let's see them

No Props

SMILE

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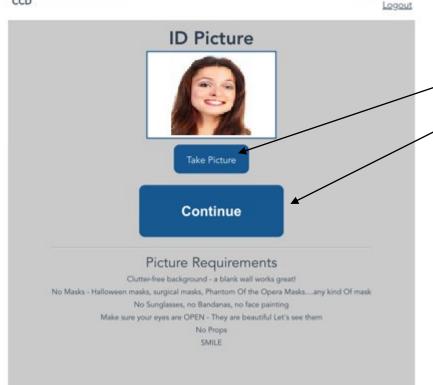Show Privacy Policy

Jane Doe
lder.io
33333
ogout

CCD

We are sticklers for you to adhere to the picture requirement. Please check the box to understand the requirements.

click here to confirm.

The reason we do this is that in the unlikeliest possibility that you are wearing a hat let say we will reject your photo and you will have to come to the ID station to take one in person.

Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

ID Picture

Take Picture

Continue

Picture Requirements

Clutter-free background - a blank wall works great!

No Masks - Halloween masks, surgical masks, Phantom Of the Opera Masks....any kind Of mask

No Sunglasses, no Bandanas, no face painting

Make sure your eyes are OPEN - They are beautiful Let's see them

No Props

SMILE

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Take your photo, if it doesn't look good or blurred, please take it again.

Once you're done press continue.

Driver's License Front

PLACEHOLDER
Please Replace

Take Picture

Continue

< Back
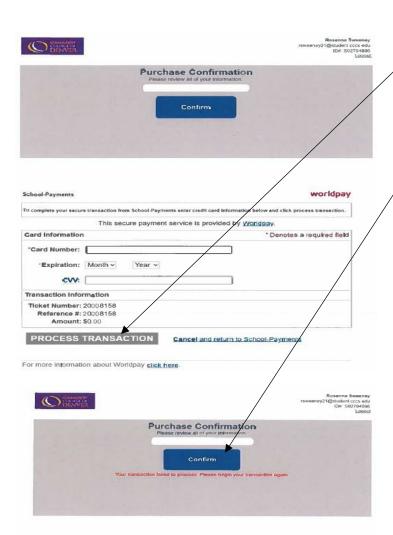
Now we need to take a picture of your supporting document.

1. A DL can be from any state.
2. A passport or passport card
3. A non-drivers license state ID.

Take a picture, make sure its not blurred.

And select continue.

If you elected to pick up your card, go to step #13.

If you elected to pay for the card to be mailed, you will be taken to a secure portal where you will pay for your options. **This is a three-step process.**

1. See Credit Card Disclaimer

   and agree **TO CONTINUE.**

2. Add Credit Card Info then hit:

   PROCESS TRANSACTION

3. Then confirm when prompted your

   PURCHASE CONFIRMATION

   Once your payment is confirmed you

   will be taken to step #13   the

   THANK YOU FOR YOUR PURCHASE

   confirmation.

Community College of Denver

CCD

Jane Doe
michaeln@dbbuilder.io
ID#: S00033333
Logout

Thank you!
Thanks for your purchase!

Jane Doe
michaeln@dbbuilder.io
Product Purchased: CCD EC New Student ID - Pickup
Certain conditions apply*
This option is only available to new first time registered CCD students. CCD authorizes the charge based on fees collected and the student being included on the new student verification list that CCD produces.
This option will not allow you to move forward if you do not qualify. ID pick up is at the Auraria Campus ID Station.
Name, Email, Photo
Total $: 0.00

Transaction #: 20674

By clicking below I confirm that I qualify to charge the $24 ID fee to CCD*
*charge is allowed only for the students that qualify based on CCD student verification information
NOTE: There will be no refunds.

Logout

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Your done and can now Logout.

Please note that a receipt will be emailed to you with all your purchase or with a $0 value to you but a charge to your school if this applies.