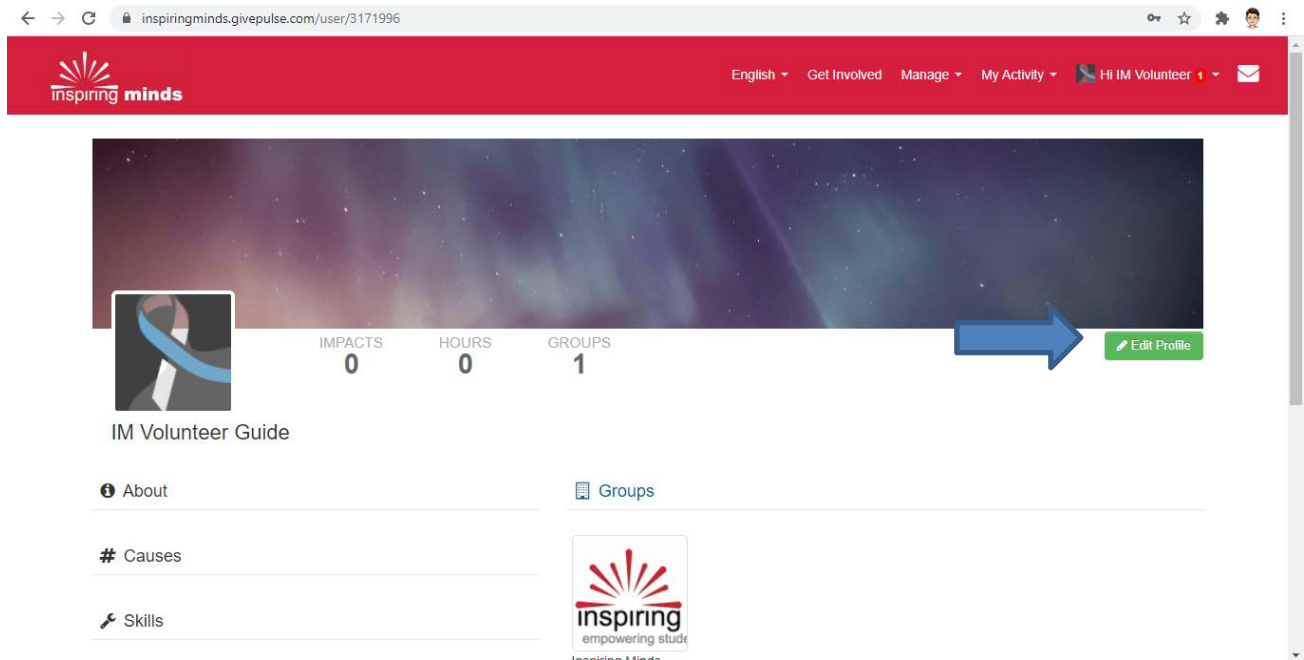# Uploading your BCI and Photo ID (Computer)

During your application process you were asked to upload your BCI and Photo ID. If you were only to upload one of them or unable to upload them here is the process of how to do it after your application has been approved.
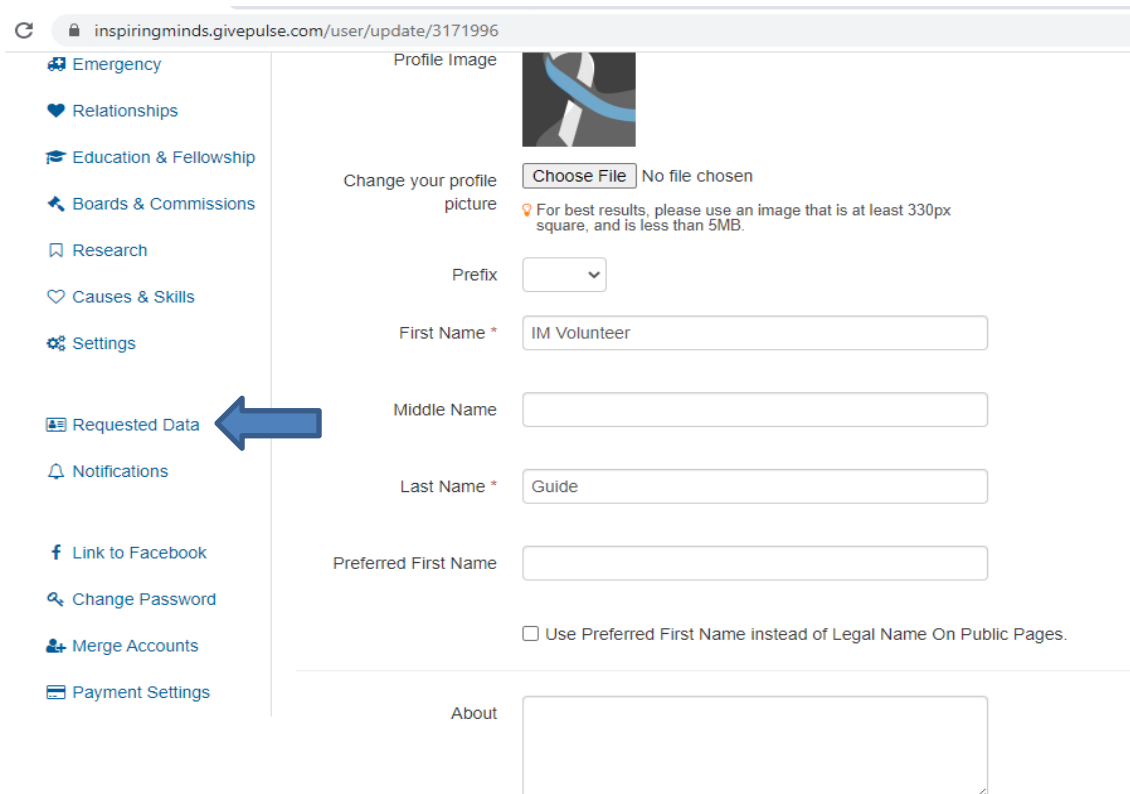
1. Photo IDs that are acceptable-Driver's License, State- issued ID Card, or passport. College IDs are not accepted.
2. Providence Public Schools will only accept a BCI that has been run by the State of Rhode Island or has checked the criminal records database of Rhode Island.
3. Simply take a photo, save it to your device, and upload it. Be sure that the item is on a flat surface when you take the photo and the image is clear.
   a. To update the required information, log in to GivePulse.
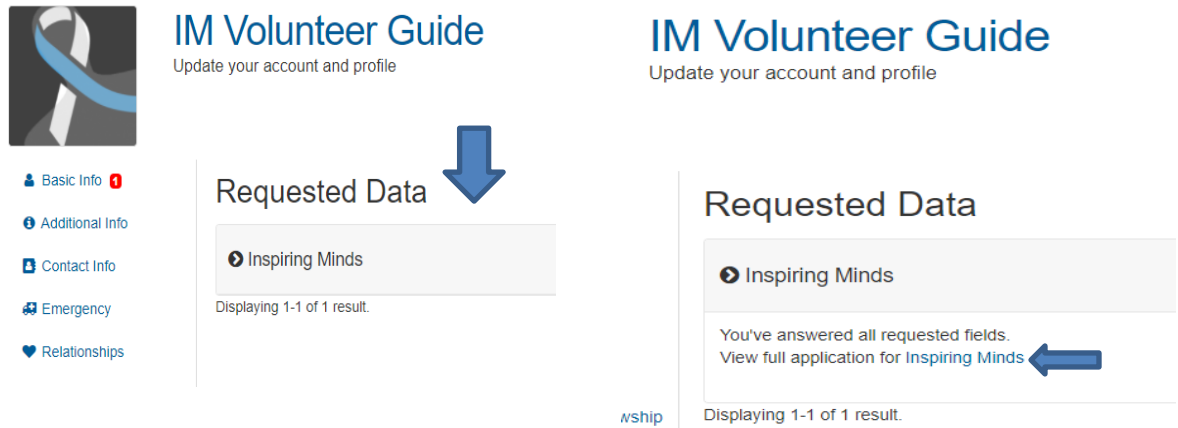   b. Click on your name in the upper right-hand corner. Scroll to "My Profile".

c. When you get to your profile page, click the green button on the right "Edit Profile".
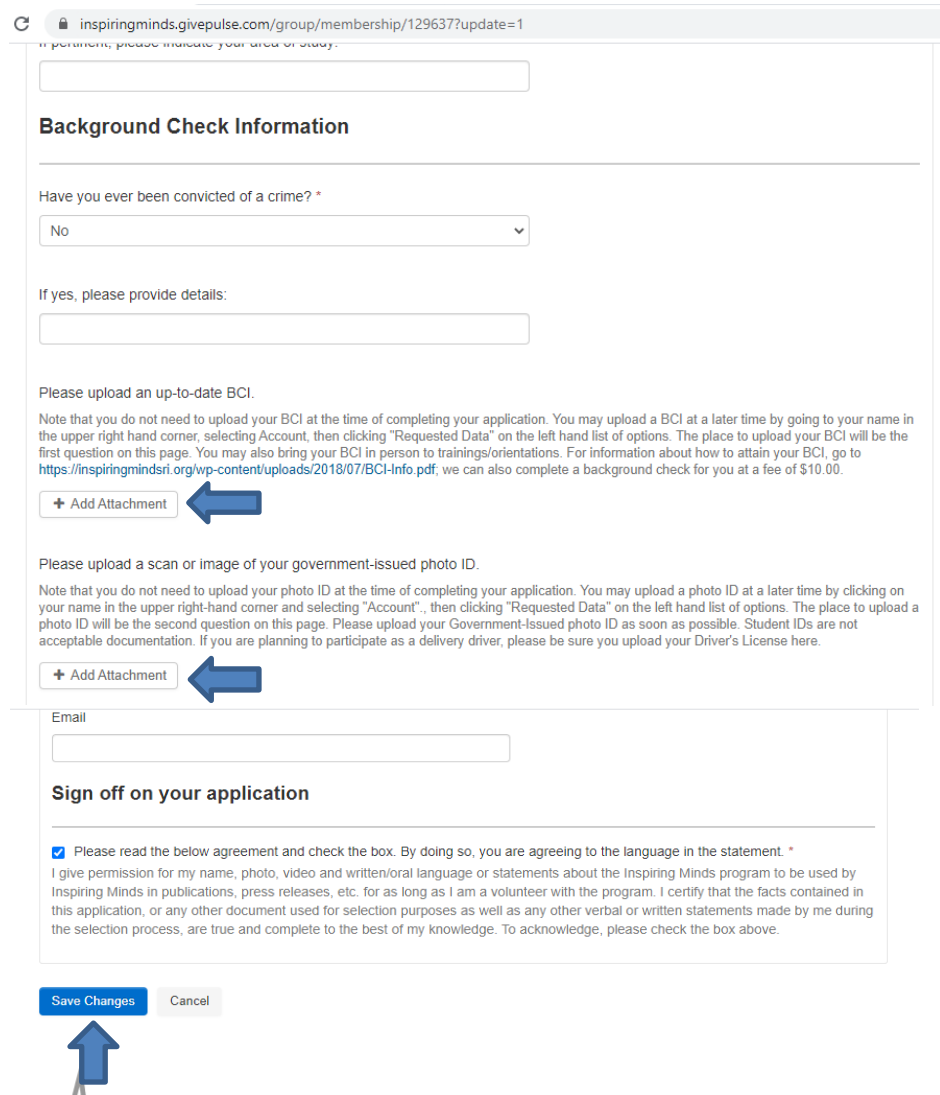

d. Scroll down and on the left-hand side and click "Requested Data".

e. Under Requested Data click on "Inspiring Minds" and then click on the blue hyperlink that says "Inspiring Minds" This will bring you to your application

f. Upload your BCI and ID. Make sure that the BCI and ID have different names or they will not upload correctly. Then scroll down and save

If you need any help message us on GivePulse or call us at the office at 401-274-3240