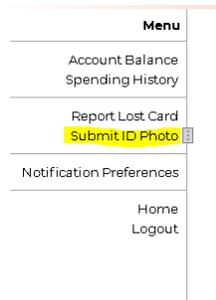


Instructions for Photo Submission on the Web

1. Log in to the WESTCONNect WebCard Center using your university computer account username and password.
2. From the left menu select: Submit ID Photo



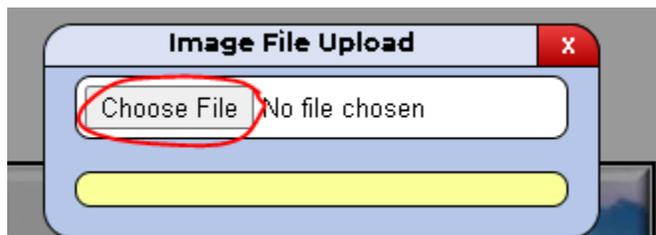
3. Prepare to Submit a Photo:
 - Have a photo ready to be uploaded. Follow ALL WCSU requirements for the photo. Pay extra attention to the file size.
 - Have your ID information ready for upload. This can be a picture of your driver's license, etc.
4. Upload a copy of your identification document, using the button at the bottom of the screen.

Upload Identification

Please also provide an image of your drivers license, passport, state ID card, or high school ID. This allows us to verify your identity remotely.

Upload ID

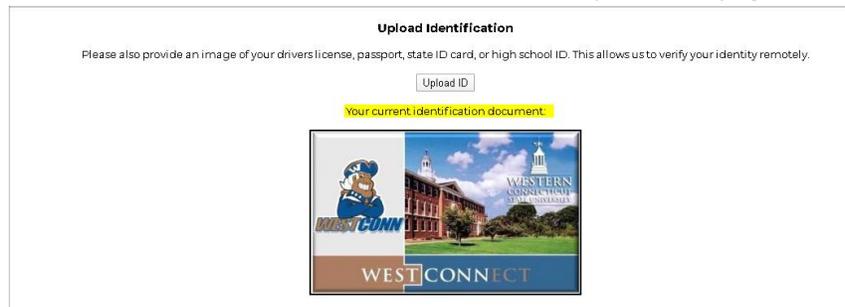
5. You will be using the "Choose File" option to upload the image.



6. You will be asked to confirm your submission.



7. You will receive a confirmation of the submitted ID file on your main page.



8. Use the “Upload Photo” button to submit the photo you want printed on your ID card. Please note this button only becomes available once you’ve uploaded your ID credential; otherwise, it’s grayed out.

Upload a New Photo

Select a photo you would like to submit for approval, or [view your pictures](#).

You will receive an email at your WCSU email address to confirm if your photo submission has been approved or rejected.

Your photo will be used to identify you at classes, events, and for purchases. Generally you will be standing in front of a professor, cashier, or other staff member. Please follow these instructions when selecting or taking an ID Photo.

WCSU Photo Requirements

- Use a recent, color photo. You may smile, or not. Do not make facial expressions that distort your facial features.
- A white, or light colored background is required. (Tip: Use a towel, sheet, or large piece of paper as a background.)
- Bright, even lighting is required. The photo may not be too bright, too dark, or too blurry.
- Use a centered, frontal view of your full face, no profiles. Do not use angles or head tilt poses.
- The photo must be a head shot only, and include the area from your collarbone to the top of your head.
- No hats, head coverings, sunglasses, or Snapchat/Instagram filters.
- Eyes must be open. Wear prescription glasses if you normally do so.
- Only include yourself in the photo. Photos that include other individuals or pets will not be accepted.
- Inappropriate photos will be denied and may be referred to the Office of Judicial Affairs for disciplinary action.
- Acceptable file formats include: .jpg, .jpeg, .gif, and .png.
- Maximum pixel size: 600px by 400px.
- Maximum file size: 2 MB.

Remember to check your WCSU email for notifications regarding your submitted photo.

Your photo will not be approved until you have also provided valid identification. Use the next section "Upload ID" button to submit your identification.

Upload Photo

9. Select your picture from the file you have saved. A new pop-up window will open asking you to “Crop & Confirm” the photo. If you do not see the pop-up window scroll to the top of the web page.

10. Adjust the photo as needed and submit or cancel based on the image displayed.



11. When you click submit, you will then be asked to confirm the photo for submission. If the photo looks ready to submit, then use the submit button. If not, go back and adjust the photo file.



12. You will receive a confirmation on the screen that your photo has been submitted.



13. Once all steps have been completed, your photo will be submitted for review. Check your WCSU email for an approval or rejection confirmation. If your photo is rejected, you will receive a reason in the body of the notification. Correct the error, and then you may submit another photo.