How to Upload Your Photo for Your UConn Husky One Card (Web and Mobile Device)

Overview of the Husky One Card

It is the goal of the University to enable students, faculty and staff to access many services on campus using their Husky One Card (the UConn ID card). The Husky One Card is currently used to access the Residence Halls, the Dining Halls (with a valid meal plan), the Recreational Facility, and the Student Health Services Facility.   The Husky One Card also serves as the University Library Card.

In addition, all Husky One Cards have been set up with a Husky Bucks account. Husky Bucks is a debit-like account that is accessed using the Husky One Card. After you deposit money into your Husky Bucks account, you can present your Husky One Card as a form of payment to purchase goods and services on and off campus.

## Online Photo Submission (via the Web)
 Please continue onto the next section for instructions on photo upload via a Mobile Device.

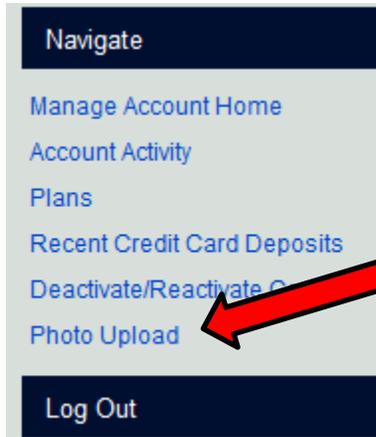To upload your photo for your Husky One Card, follow the steps below:

1. Go to http://onecard.uconn.edu/ and click on the "Cardholder Login" button under the UConn ID image.
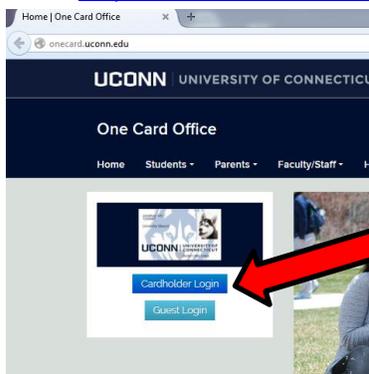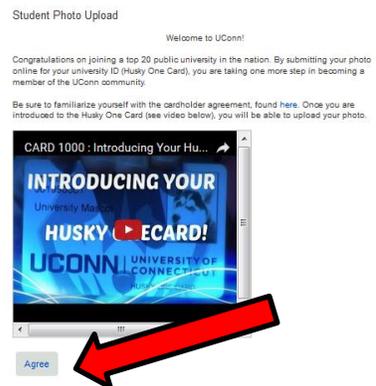

2. You will be brought to the NetID login page. Enter your NetID and password, and then click "Login".
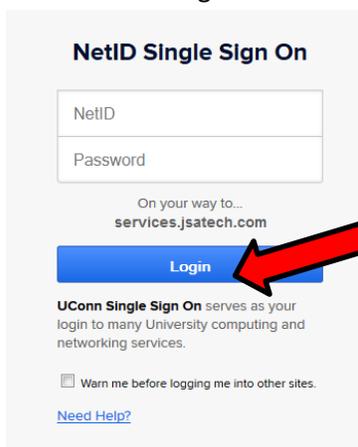
3. Under the Navigate section, click on the link labeled "Photo Upload".

4. Read through the Cardholder Agreement and watch the video, then click on "Agree"[1].

5. You are now on the Photo Upload page. Listed are the guidelines for submitting a photo. **Please adhere to these guidelines to minimize the possibility of your submitted photo being rejected. See below for a copy of these guidelines.**

Photo Upload Guidelines

- JPEG format, color photo (no black and white)
- No larger than 1000 x 1600 pixels
- At least 300 x 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or ¾ angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- Solid white background
- A straight face or smile – no funny faces, please

6. Type in the email address you most frequently use (preferably your UConn email). This is the email we will use to communicate with you regarding your submitted photo.
7. Select the UConn campus you will be attending the majority of your classes at (this is also where you will be picking your Husky One Card up at).

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[1] You must agree to the Terms and Conditions (also known as the Cardholder Agreement) before you can receive a Husky One Card.

8. Click on "Browse" to find the photo you want to upload. Select the file you want to upload and click 'Open'. The title of your file will now appear next to the "Browse" button.

Student Photo Upload
Upload a photo for your ID card

- JPEG format, color photo (no black and white)
- No larger than 1500 x 2000 pixels
- At least 300 x 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or 3/4 angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- Solid white background
- A straight face or smile - no funny faces, please
- **NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.**

Email:
Campus (for ID pickup): **Select Campus
Image File:
[Browse...] No

[Upload Photo]

9. Click on the "Upload Photo" button. This will upload your photo for the next step – cropping.

Student Photo Upload
Upload a photo for your ID card

- JPEG format, color photo (no black and white)
- No larger than 1500 x 2000 pixels
- At least 300 x 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or 3/4 angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- Solid white background
- A straight face or smile - no funny faces, please
- **NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.**

Email:
Campus (for ID pickup): **Select Campus** ▼
Image File:
[Browse...] No file selected.

[Upload Photo]

10. Proceed to Step 2 – Crop Image by clicking on the "Crop Image" button. Your photo will pop up in another window to crop. This is where you need to crop your image so that only your head and the top of your shoulders are shown. You can do this by sliding the handles of the cropping box as well as moving the entire box around on your image to ensure your face is centered. Once you have sized and positioned the cropping box as appropriate, click on the "Crop Image" button below your photo.

Step 2 - Crop Image
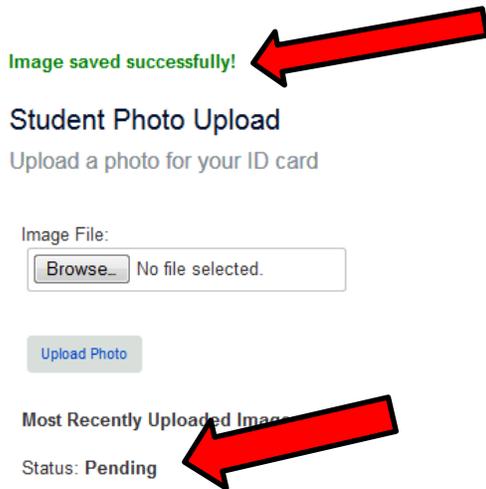Crop your photo to   guidelines.
[Crop Image]
Step 3 - Submit
Complete the photo submission process.
[Submit]

11. Your cropped image will display. If you are happy with the results, click on "Save Image", if you would like to re-do your cropping, click on "Undo".
12. Then you may select "Close Window."

13. Proceed to Step 3 by clicking on "Submit". This finalizes your photo submission and alerts the One Card Office that you have submitted your photo.

Step 2 - Crop Image
Crop your photo to ensure it meets the posted guidelines.

Crop Image

Step 3 - Submit
Complete the photo
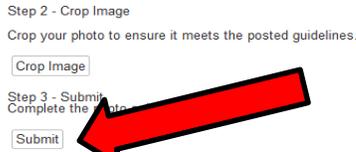
Submit

14. When you click on "Submit", you should see "Image saved successfully!" above "Student Photo Upload" at the top of the page and placed in "Pending status". "Status: Pending" means that it has not yet been "Approved" nor has it been "Rejected" and may still be waiting for approval on the administration side.

Image saved successfully!

Student Photo Upload
Upload a photo for your ID card

Image File:

Browse... No file selected.

Upload Photo

Most Recently Uploaded Image

Status: **Pending**

15. The Husky One Card office will review your submission and approve or reject it (with a reason as to why), which will send you an email at the email address you provided on the form. If your photo was rejected, please resubmit another one.

Online Photo Submission (via Mobile Device)
Uploading your One Card Photo via the Mobile Website

1. Sign into your Internet Browser.
2. Go to http://onecard.uconn.edu/ and click on the "Cardholder Login" button under the UConn ID image.
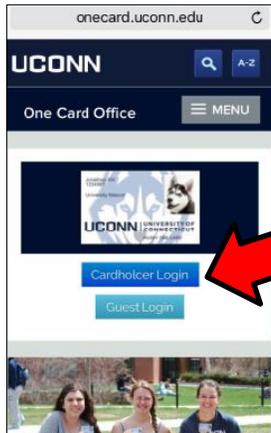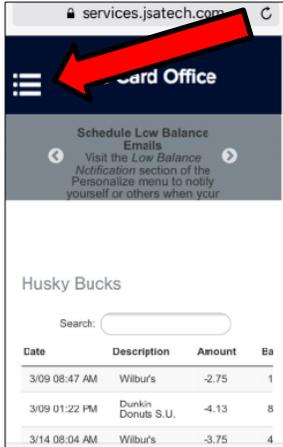

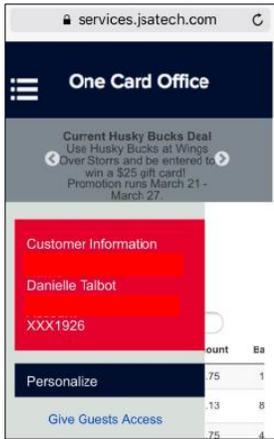3. You will be brought to the NetID login page. Enter your NetID and password, and then click "Login."

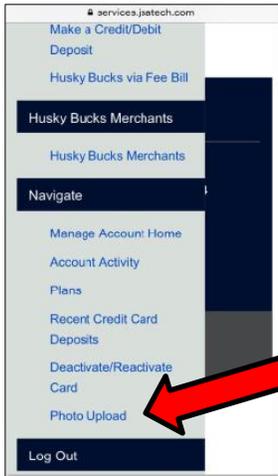4. As you are logging in, you will see the following:

5. Once you have successfully logged in, you will be brought to the Main Page. At this point you will need to select the menu button.

6. Your information will then appear.

7. Scroll down the Menu options and choose "Photo Upload" under the "Navigate" section.

8. Read through the Cardholder Agreement Terms and Conditions and watch the video, then click on "Agree"[2].

9. You are now on the Photo Upload page. Listed are the guidelines for submitting a photo. **Please adhere to these guidelines to minimize the possibility of your submitted photo being rejected. See below for a copy of these guidelines.**

   ### Photo Upload Guidelines
   - JPEG format, color photo (no black and white)
   - No larger than 1000 x 1600 pixels
   - At least 300 x 400 pixels
   - File size can be no larger than 2048 KB
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   - Photo must be from the top of shoulders to top of head with some blank space above the head
   - Looking straight ahead (no profile or ¾ angle)
   - No hats, caps, scarves, or sunglasses
   - No animals or props
   - Solid white background
   - A straight face or smile – no funny faces, please

10. Type in the email address you most frequently use (preferably your UConn email). This is the email we will use to communicate with you regarding your submitted photo.
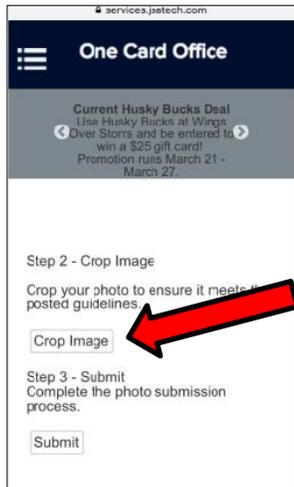

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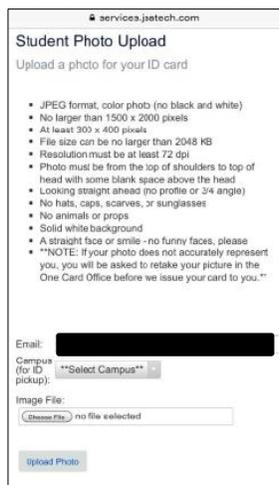
[2] You must agree to the Terms and Conditions (also known as the Cardholder Agreement) before you can receive a Husky One Card.

11. Select the UConn campus you will be attending the majority of your classes at (this is also where you will be picking your Husky One Card up at).
12. Click on "Choose File" to find the photo you want to upload. Select the file you want to upload, (at this point you will also be given the chance to take a photo). The title of your file will now appear next to the "Choose File" button.

13. Click on the "Upload Photo" button. This will upload your photo for the next step – cropping.

14. Proceed to Step 2 – Crop Image by clicking on the "Crop Image" button. Your photo will pop up in another window to crop. This is where you need to crop your image so that only from just above the top of your head and the top of your shoulders are shown. You can do this by sliding the handles of the cropping box as well as moving the entire box around on your image to ensure your face is centered. Once you have sized and positioned the cropping box as appropriate, click on the "Crop Image" button below your photo.
15. Your cropped image will display. If you are happy with the results, click on "Save Image", if you would like to re-do your cropping, click on "Undo".
16. You may now select "Close Window" located under your chosen photo.

17. Proceed to Step 3 by clicking on "Submit". This finalizes your photo submission and alerts the One Card Office that you have submitted your photo.
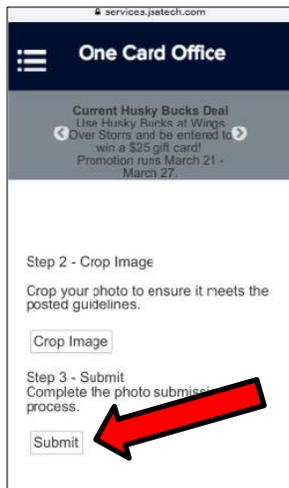
18. If you have successfully uploaded your photo you will receive a confirmation message at the top of the page.

19. Above your submitted photo you will see a status. "Status: Pending" means that it has not yet been "Approved" nor has it been "Rejected" and may still be waiting for approval on the administration side.
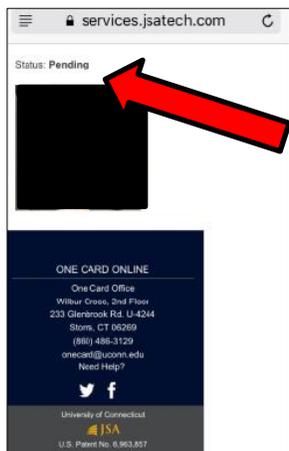
20. The Husky One Card Office will review your submission and approve or reject it (with a reason as to why), which will send you an email at the email address you provided on the form. If your photo was rejected, please resubmit another one.
21. You may now close your browser or go back to the main menu.