

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.

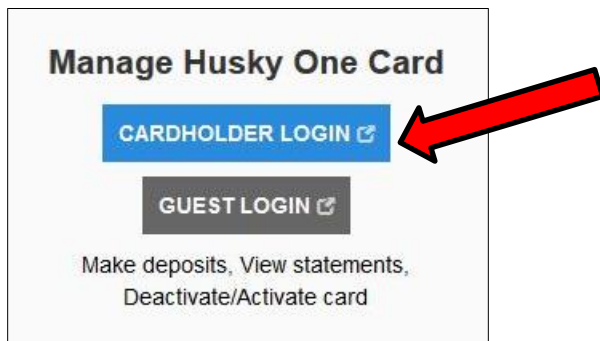
In addition, all Husky One Cards have been set up with a Husky Bucks account. Husky Bucks is a debit-like account that is accessed using the Husky One Card. After students, faculty and staff deposit money into their Husky Bucks account, they can present their Husky One Card as a form of payment to purchase 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:

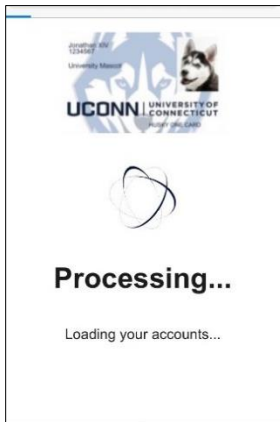
1. Go to <http://onecard.uconn.edu/> and click on the “Cardholder Login” button to the right of the scrolling photos.



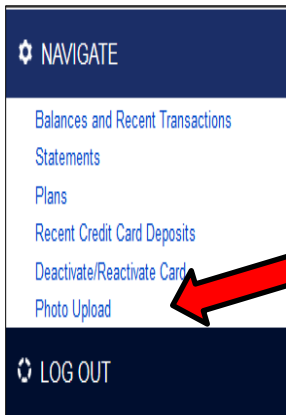
2. You will be brought to the NetID login page. Enter your NetID and password, and then click “Login”.



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



4. In the menu bar, under the “Navigate” section, click on the link labeled “Photo Upload”.



5. Read through the Cardholder Agreement and watch the video, then scroll to the bottom of the screen and click on “Agree”¹.



6. 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:**

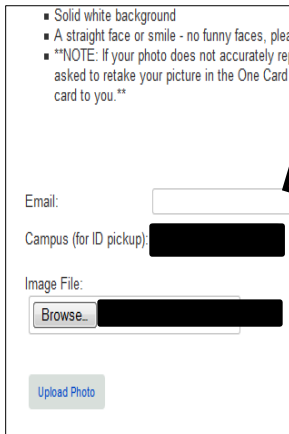
Photo Upload Guidelines

- 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

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

- 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 or a solid light color background
- A straight face or smile – no funny faces, please

7. 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.



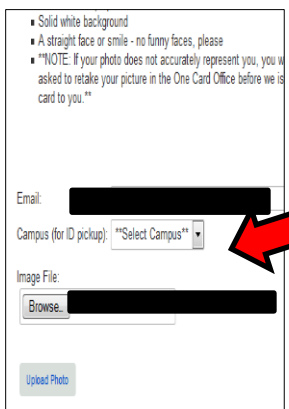
■ Solid white background
■ A straight face or smile - no funny faces, please
■ **NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.**

Email:

Campus (for ID pickup):

Image File:

8. Select the UConn campus you will be attending the majority of your classes; this is also the location where you will be picking up your Husky One Card. Please view locations below:



■ 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):

Image File:

UConn Storrs: 233 Glenbrook Rd. - One Card Office 2nd Floor, Rm 207

UConn Avery Point: 1084 Shennecossett Rd. - Library, 1st Floor

UConn Law: 39 Elizabeth St. - IT Help Desk, Rm 234

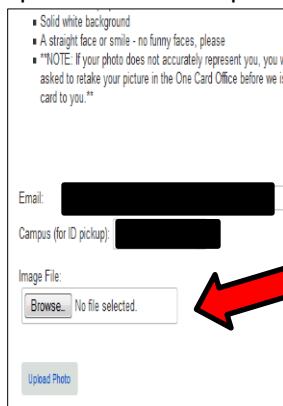
UConn Stamford: 1 University Place - Registrar/Bursar's Office, Rm 219

UConn Waterbury: 99 East Main St. - Student Lounge, Rm 107B

UConn Hartford: (Undergraduate and School of Social Work) 10 Prospect St. - Office of Student Services, Rm 106

UConn Downtown Hartford: (Graduate Business Learning Center) 100 Constitution Plaza - Business Office Suite 603

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



■ 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):

Image File:
 No file selected.

Rev. June 2018

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

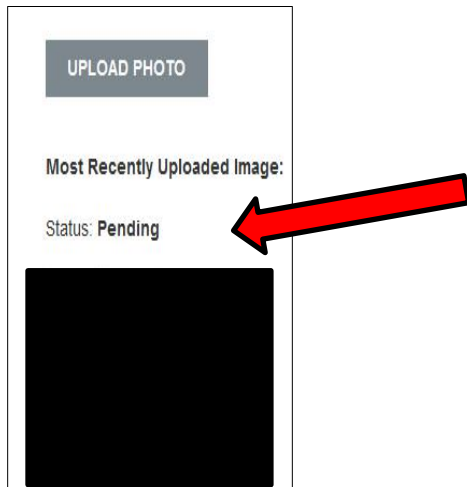
11. Step 2 – Crop Image

Crop Image by moving the image around in the photo box or by adjusting the photo utilizing the + and – symbols. Once you have sized and positioned the photo in the cropping box as appropriate, click on the green "Cropping" icon. **You should crop your image leaving some space above the top of your head to just below your shoulders. Click on the "Crop & Save Photo" button below your photo.



12. Now you may select "Confirm."

13. You should now see "Status: Pending" below "Most Recently Uploaded Image:" at the bottom of the upload page. "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.

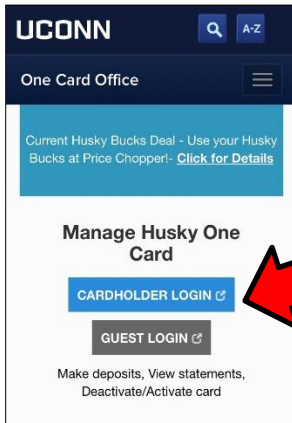


14. The Husky One Card office will review your submission and approve or reject the photo (with a reason as to why), and will then send you an approval/rejection email at the email address you provided on the form. If your photo was rejected, please resubmit another one.

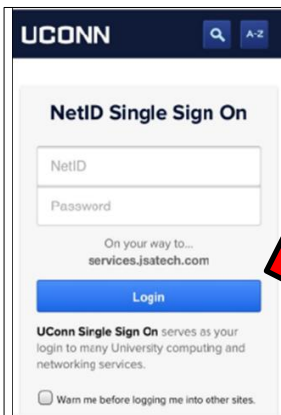
Online Photo Submission (via Mobile Device)

Uploading your One Card Photo via the Mobile Website

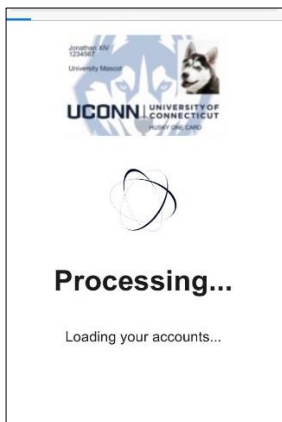
1. Sign into your Internet Browser.
2. Go to <http://onecard.uconn.edu/> and click on the “Cardholder Login” button under “Manage Husky One Card.”



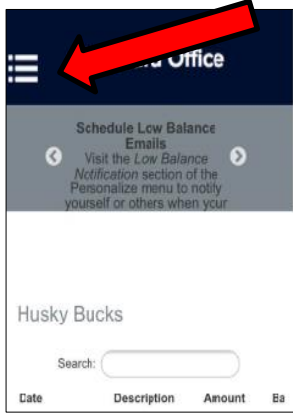
3. You will be brought to the NetID login page. Enter your NetID and password, and then click “Login.”



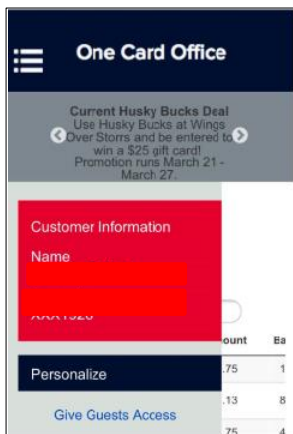
4. As you are logging in, you will see the following:



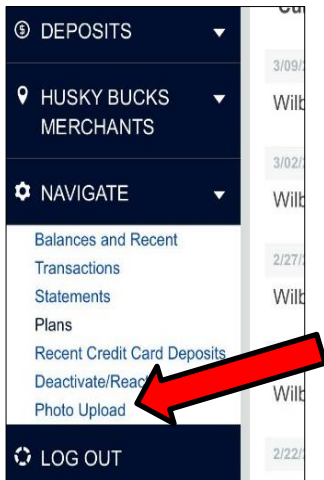
5. Once you have successfully logged in, you will be brought to the Main Page. At this point you will need to select the menu button.



6. Your information will then appear.

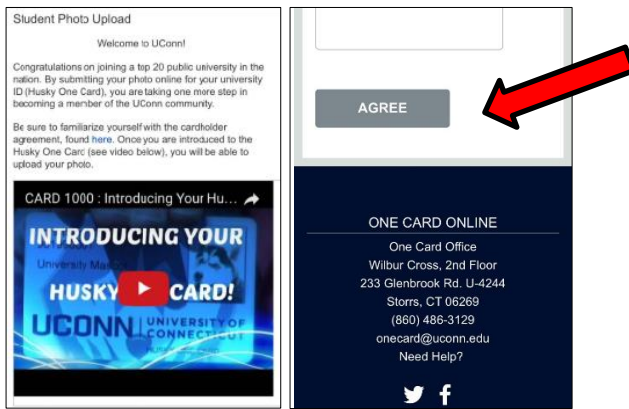


7. Scroll down the Menu options and choose “Photo Upload” under the “Navigate” section.



8. Read through the Cardholder Agreement Terms and Conditions and watch the video, then click on “Agree”².

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



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:**

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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.



11. Select the UConn campus you will be attending the majority of your classes; this is also the location you will be picking up your Husky One Card, see locations below:

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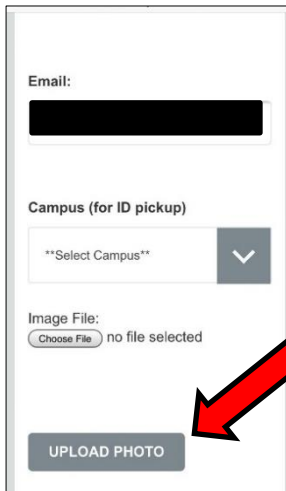
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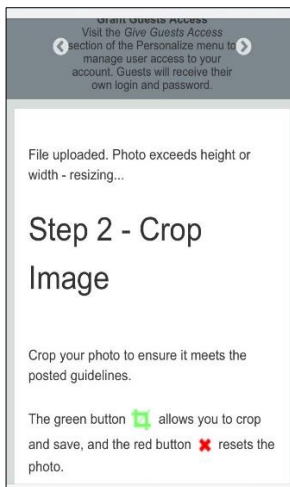
UConn Downtown Hartford: (Graduate Business Learning Center) 100
Constitution Plaza - Business Office Suite 603

12. Click on “Choose File” to find the photo you want to upload. Select the JPEG 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.



The screenshot shows a form with the following fields: "Email:" with a blacked-out input field; "Campus (for ID pickup)" with a dropdown menu showing "**Select Campus**"; "Image File:" with a "Choose File" button and the text "no file selected"; and an "UPLOAD PHOTO" button at the bottom. A large red arrow points from the "Choose File" button area down to the "UPLOAD PHOTO" button.

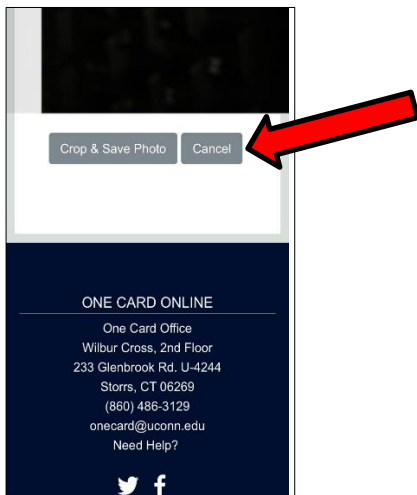
13. Click on the “Upload Photo” button. This will upload your photo for the next step – cropping.



The screenshot shows a "Step 2 - Crop Image" interface. At the top, there is a grey header with the text "Grant Guests Access" and "Visit the Give Guests Access section of the Personalize menu to manage user access to your account. Guests will receive their own login and password." Below this, a message states "File uploaded. Photo exceeds height or width - resizing...". The main heading is "Step 2 - Crop Image". Below the heading, it says "Crop your photo to ensure it meets the posted guidelines." At the bottom, it explains: "The green button [green square icon] allows you to crop and save, and the red button [red X icon] resets the photo."

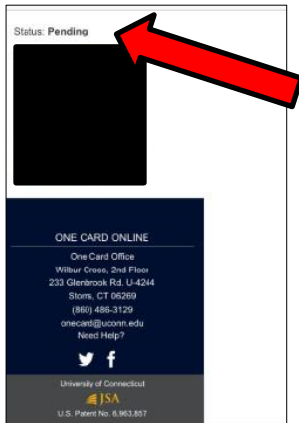
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Crop Image by moving the image around in the photo box or by adjusting the photo utilizing the + and – symbols. Once you have sized and positioned the photo in the cropping box as appropriate, click on the green “Cropping” icon. **You should crop your image leaving some space above the top of your head to just below your shoulders. Click on the “Crop & Save Photo” button below your photo.



15. Now you may select “Confirm.”

16. 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.



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

18. You may now close your browser or go back to the main menu.