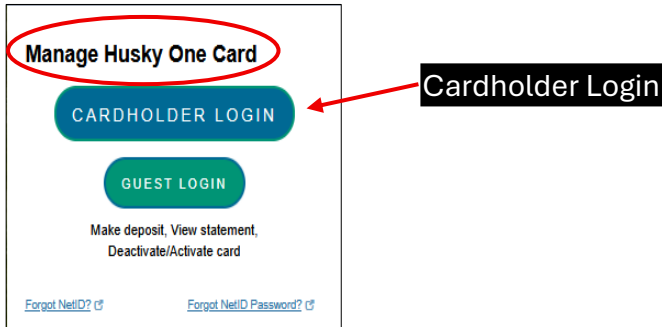


## How to Upload Your Photo Documentation for Your UConn Husky One Card

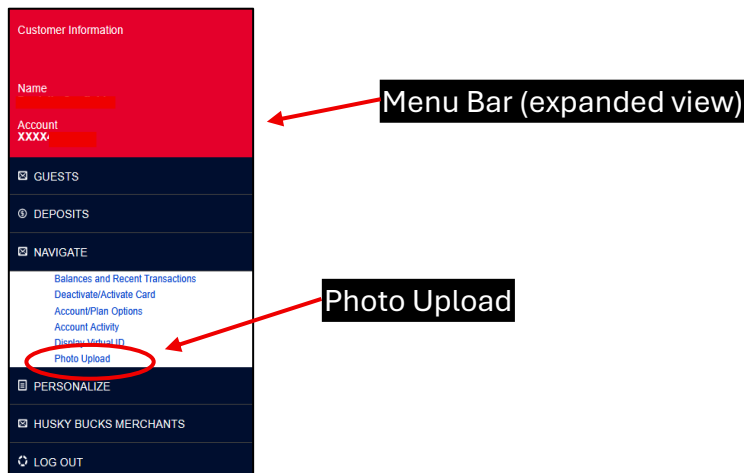
*\* Please Note: Uploading your One Card Photo Documentation for your Husky One Card via a Mobile Device may slightly differ from a Desktop Computer.*

Please see Online Photo Submission instructions below:

1. Go to <http://onecard.uconn.edu/> and click on the “Cardholder Login” button under *Manage Husky One Card* and sign in with your UConn email address and password, completing the DUO secure authentication process.

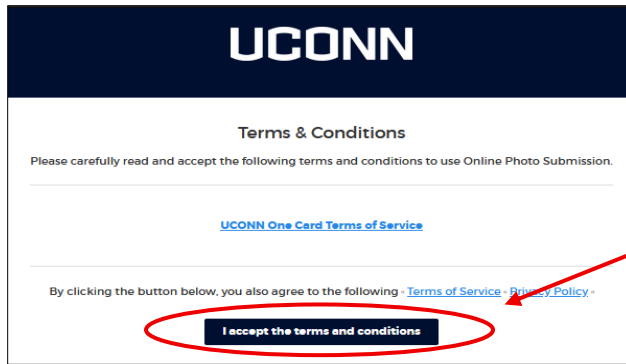


2. Once you have successfully logged in, you will see your *Balances and Recent Transactions*, along with a *Menu* option.
  - At the “Menu” bar (when in expanded view), under the “Navigate” section, select “Photo Upload.”



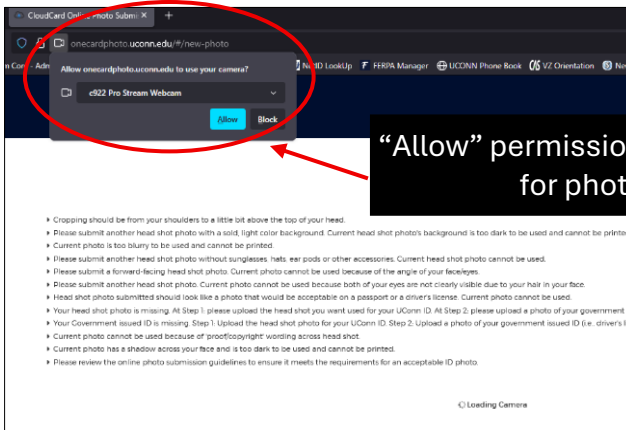
3. Read through the Cardholder Agreement Terms and Conditions, then click on “*I accept the terms and conditions.*”<sup>1</sup>

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



Accept Terms & Conditions

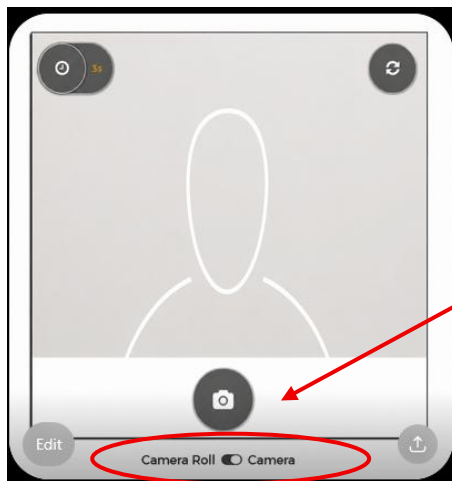
4. Next, you will be prompted to enable your device's camera and allow permission to access your camera for photo submission purposes only.



"Allow" permission to access your camera for photo submission.

#### 5. **Step One:** Uploading a head shot photo for your UConn Husky One Card

- Please review the Online Photo Submission requirements [here](#) to ensure your head shot photo is approved in a timely manner.
- If you are taking a live head shot photo, you will see the image below in real time in "selfie" mode:



The camera will be focused on you ready to take a picture. Sit up straight, count to 3 and smile!

- If you wish to select head shot photo from your device's saved photos, “toggle” to ‘Camera Roll’, the Online Photo Submission portal supports JPG or PNG formats.

Submit Your ID Photo

Photo Requirements

- Cropping should be from your shoulders to a little bit above the top of your head.
- Please submit another head shot photo with a solid light color background. Current head shot photo's background is too dark to be used and cannot be printed.
- Current photo is too blurry to be used and cannot be printed.
- Please submit another head shot photo without sunglasses, hats, ear pods or other accessories. Current head shot photo cannot be used.
- Please submit a forward-facing head shot photo. Current photo cannot be used because of the angle of your face/eyes.
- Please submit another head shot photo. Current photo cannot be used because both of your eyes are not clearly visible due to your hair in your face.
- Head shot photo submitted should look like a photo that would be acceptable on a passport or a driver's license. Current photo cannot be used.
- Your head shot photo is missing. At Step 1, please upload the head shot you want used for your UConn ID. At Step 2, please upload a photo of your government issued ID (i.e. driver's license or passport). Do not upload the same photo for both steps.
- Your Government issued ID is missing. Step 1: Upload the head shot photo for your UConn ID. Step 2: Upload a photo of your government issued ID (i.e. driver's license or passport). Do not upload the same photo for both steps.
- Current photo cannot be used because of proof/copyright wording across head shot.
- Current photo has a shadow across your face and is too dark to be used and cannot be printed.
- Please review the online photo submission guidelines to ensure it meets the requirements for an acceptable ID photo.

Click here to upload a photo

JPG PNG

Camera Roll Camera

Head Shot Photo (JPG/PNG Format)

- Your Husky One Card head shot photo is now uploaded, click “Next” and proceed to uploading your government issued ID.
- **Note:** Your photo uploaded will be auto adjusted to fit as needed. There is an “Edit Photo” option under your head shot photo where you can crop or rotate your photo further as you see fit.

Almost Done

INCOMPLETE

Edit Photo

Your photo looks great. We'll send you an email if we need anything else.

Next upload your Government ID.

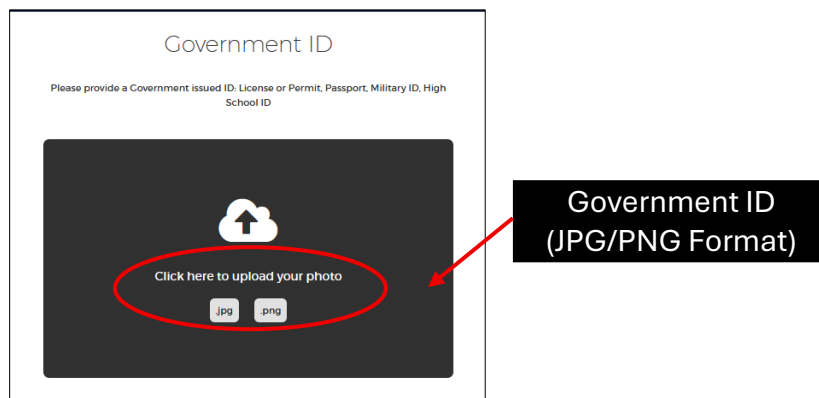
NEXT

Edit Photo

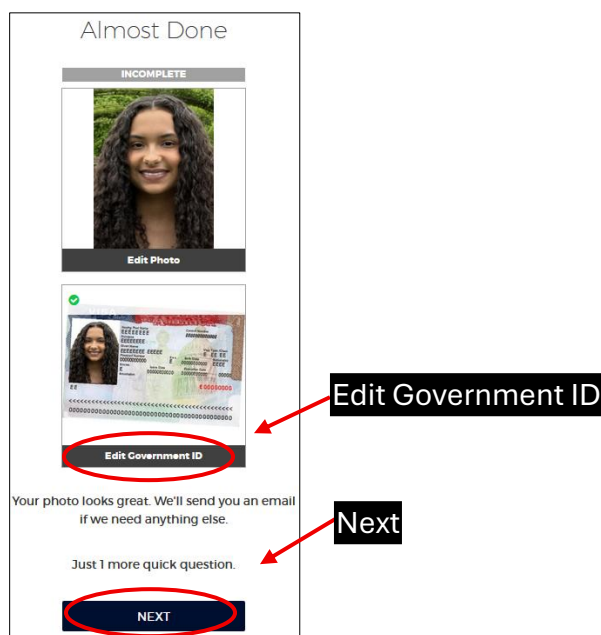
Next

6. **Step Two: Uploading a Government Issued ID** – You will now be prompted to upload a photo of your government issued ID in either JPG or PNG format.

- Please visit the [One Card Office website](#) for further information on acceptable forms of ID.



- **Note:** Your photo uploaded will be auto adjusted to fit as needed. There is an “Edit Government ID” option under the photo of your government issued ID where you can crop or rotate the uploaded photo further as you see fit.



- Step Three: Campus ID Pick Up Location** - UConn Students, Faculty & Staff will be given the option to select the campus location where they will retrieve their Husky One Cards.
  - Although patrons are given the option to select a pickup location for their Husky One Cards, we recommend patrons select the campus location they will be attending for their Campus ID Pick Up Location.

- All Storrs UConn patrons will retrieve their Husky One Cards at the Storrs campus One Card Office, located in the Student Union in room 228, across from the Information Desk. The One Card Office hours are Monday through Friday, 8am – 4pm.

8. **Step Four: Submit & Sign Out** – To complete your Online Photo Submission, click “Submit & Sign Out”.

- Above your uploaded head shot photo you will see current photo pending. “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.

9. The One Card Office will review your submission and approve or reject the photo documentation, sending you an approval/rejection email to your UConn email address on file. If your photo documentation was rejected, please resubmit your photo documentation again, updating the necessary documents per the rejection reason stated in the rejection email.