

UPLOADING AN ID PHOTO FOR YOUR POINTCARD

June - August

Attend your STAR session

Day after your STAR session - August 20, 2019

Upload your PointCard ID photo following these instructions:

- 1. USING THE GET MOBILE APP** – If needed, download the GET mobile app from the Apple App Store or Google Play. Open the app, find University of Wisconsin-Stevens Point and enter your UWSP login and password. Then set your PIN and proceed to upload your photo.

iOS

- Tap **Settings**
- Select **Upload Photo**
- Tap **Choose Photo**
- Select **Take Photo** or **Photo Library**
- You may have to **Allow Camera**
- Take your photo following ID photo criteria
- Select **Use Photo**
- Resize and center if necessary
- Select **Done**

Android

- Tap the empty photo icon
- Tap the settings “gear” icon
- Select **Allow** to take picture
- Take your photo following ID photo criteria
- If needed, rotate photo
- Size photo and select **Crop**

- 2. USING A COMPUTER** – Take your photo following ID photo criteria and save it on the computer. Once your photo is ready:

- Log into GET at get.cbord.com/uwsp—use your UWSP login and password
- Click **Upload ID Photo**
- Click **Choose File** and select your saved photo
- Click **Upload**
 - If your photo is sideways or another error occurs, you’ll need to rotate and/or resize the photo in a photo editing program
- Slide the crop tool and click **Crop**
- When finished, close your browser

Welcome/Orientation Day

Pick up your PointCard—please note, you must present a valid, government-issued photo ID to receive your PointCard (e.g., driver’s license, state ID, passport)

**If you miss the August 20 deadline, you can still upload your photo—however, your PointCard may not be available until after your Welcome/Orientation Day.*



Branch Campus Cards:



PointCard ID Photo Criteria:

- Photo should be of just you—no friends, pets, etc.
- Photo should be centered with a full-face view directly facing the camera—all cropping and sizing must be done prior to submitting
- Photo should be just a headshot, from the shoulders up
- Photo background should be a solid, light color—a white wall works well
- Your full face must be visible
- No hats, sunglasses, headphones or other accessories are allowed in the photo—head coverings are only allowed if they are worn daily for religious purposes

Photo Examples:

ACCEPTED



NOT ACCEPTED

