

Welcome to Emory!

The staff of EmoryCard Services are looking forward to working with you on making your Emory experience a great one!

Prior to arriving to the Emory campus, all first year students are required to upload a photo using **"My First Photo,"** the EmoryCard Services' Online Photo Submission tool. FAILURE to upload and have an approved photo by the deadline will delay the production of your Emory ID card.

Your photo must be uploaded **AND** approved no later than:

Summer Session 1—Wednesday, May 16th

Summer Session 2—Wednesday, June 27th



INSTRUCTIONS

STEP 1: Visit the EmoryCard photo upload website at

http://www.onecard.emory.edu/1Cardphotoupload_s/secure/photoupload.aspx

Log on with your NETID and password.

Read ALL photo guidelines carefully and click on "GET STARTED NOW" and continue to STEP 2

STEP 2: Click on "Choose" or "Browse" and choose a JPEG file photo to upload.

REMINDER: Photo should be a HEADSHOT of the student ONLY. Photo must be in color AND **have a plain, solid white background**. The dimensions must be 310 x 370 pixels in size. After the photo is chosen, click on "Continue to STEP 3"

STEP 3: Edit the photo.

Crop the image to include the head and shoulders ONLY. If you want to change the photo to another image, please do so now. If the image is correct, click on "Continue to STEP 4."

STEP 4: Review the photo

If photo meets requirements, read the approval paragraph and click the check box agreeing to the photo upload process. Then click on "continue to STEP 5."

STEP 5: Photo Uploaded

You will receive TWO (2) emails in your Emory email account. ONE for when the photo is uploaded and pending. TWO for when the photo is approved or disapproved. If the photo is disapproved, please upload a new image after reviewing the photo upload guidelines. Students may also check the status of the photo by visiting the photo upload website and clicking on "Check Status"

Having difficulties uploading a photo? Please contact the EmoryCard office at emorycard@emory.edu or 404-727-6095 M-F 8:30 am to 4:30 pm



APPROVED: Photo is of the student ONLY.

Individual is centered in the frame of the photo.

All facial features can clearly be seen.

Background is solid, white in color.



DISAPPROVED: Head is turned to the side.

Background is **NOT** white in color.

ATTENTION: First Year students living on-campus will receive their Emory ID Card at their scheduled residence hall check-in. All other students will receive their Emory ID card at orientation OR from their school.

Please **DO NOT** visit the EmoryCard office to pick up your Emory ID card prior to orientation.