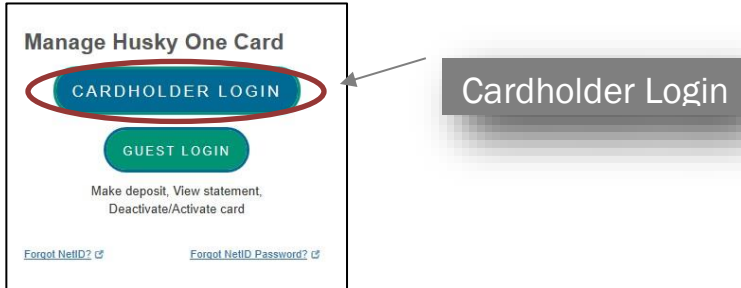


# How to Upload Your Photo Documentation for Your UConn Husky One Card

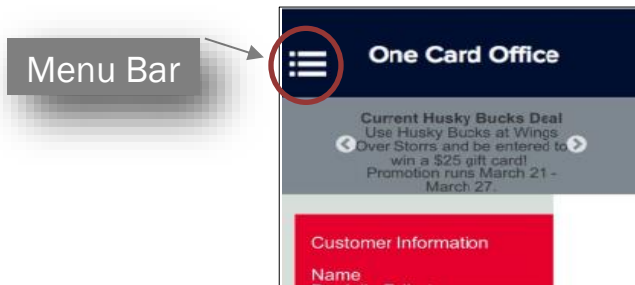
**Please Note:** Uploading your One Card Photo Documentation for your UConn Husky One Card via a Mobile Device may slightly differ from a Desktop Computer.

Please see Online Photo Submission instructions below:

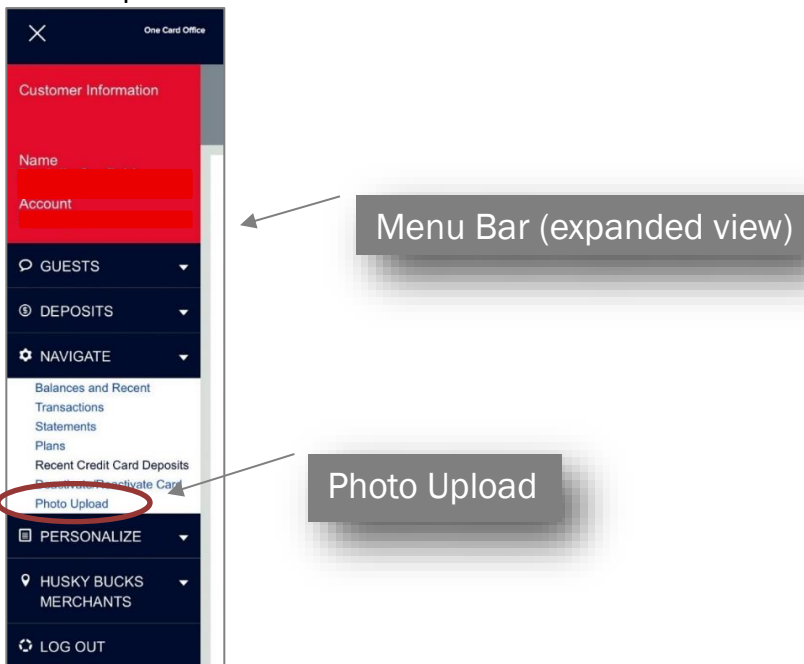
1. Go to <http://onecard.uconn.edu/> and click on the “Cardholder Login” button under “Manage Husky One Card” and sign in with your NetID and Password.



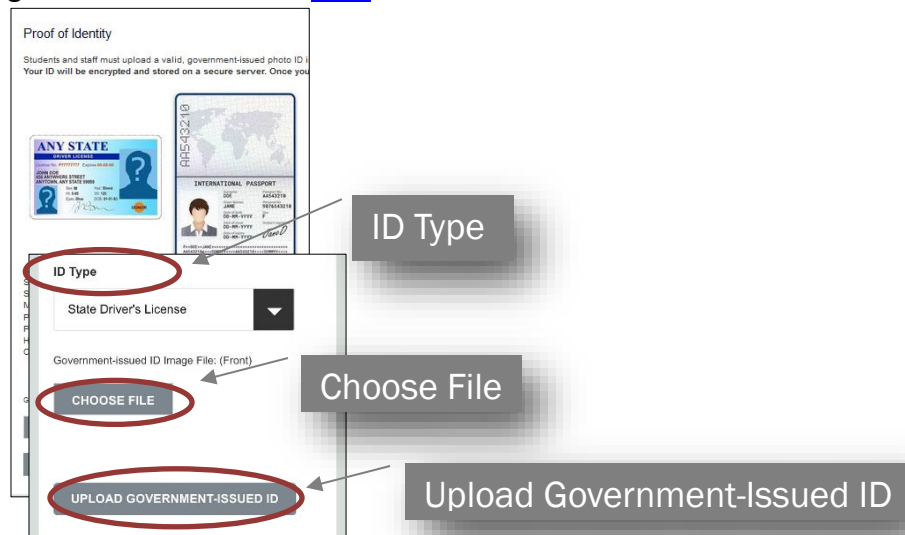
2. Once you have successfully logged in, you will be brought to the Main Page. At this point you will need to click the “Menu” bar.



3. The “Menu” will now be expanded, you will need to scroll down to the “Navigate” section and select “Photo Upload.”



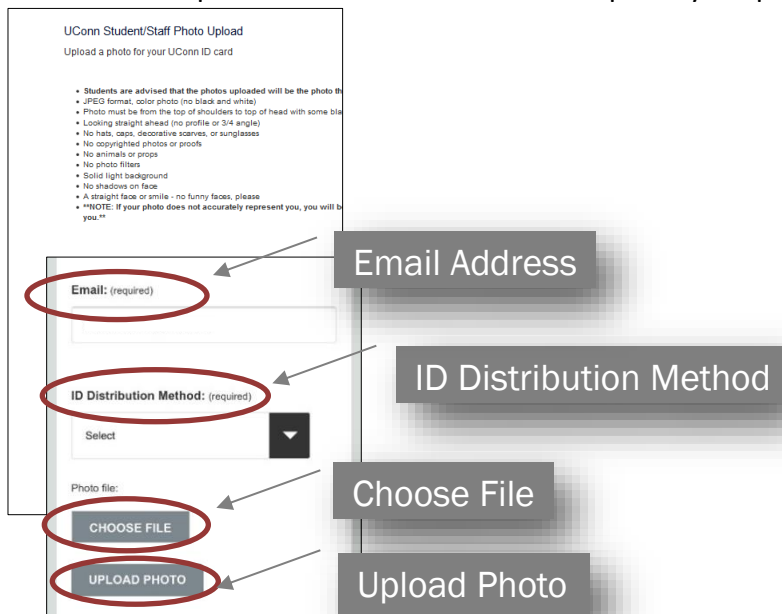
4. Read through the Cardholder Agreement Terms and Conditions, then click on “Agree”<sup>1</sup> at the bottom of the page.
5. **Step One: Uploading a Government Issued ID** - You will now be prompted to upload a photo of your government issued ID.
  - Click on the type of ID you will be uploading.
  - Then “Choose File” to find the photo of your government issued ID to upload in JPEG format, **PDF files, PNG files and files with HEIC extension will not upload properly and cannot be accepted.** (Files in HEIC format must be converted to JPEG format in order for the files to upload properly through the online photo submission portal.)
  - Select the JPEG file and click ‘Open’. The title of your file will now appear next to the “Choose File” button. Select “Upload Government-Issued ID”. **\*\*Please review examples of government issued IDs [here](#).**



6. **Step Two: Uploading your UConn One Card Photo** - 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.
  - 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.
  - UConn Students, Faculty, Staff, etc. will be given the option to select **“Pickup at Storrs Campus”, “Pick up at Law School”, “Pick up at GBLC”, “Pick up at Hartford Campus”, “Pick up at Stamford Campus”, “Pick up at Avery Point Campus” or “Pick up at Waterbury Campus.”**
    - UConn Faculty, Staff, Affiliates, etc.: *should select the campus they will be reporting to for One Card pick up if they are not reporting to the Storrs Campus.*
    - All UConn patrons will pick up their Husky One Card at the Storrs campus One Card Office, located in the Student Union in room 228, across from the Information Center. The One Card Office hours are Monday through Friday, 8am – 4pm.
  - Click on “Choose File” to find the head shot 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.

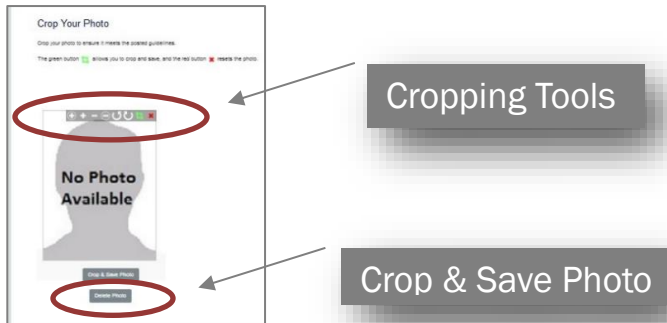
<sup>1</sup> You must agree to the Terms and Conditions (also known as the Cardholder Agreement) before you can receive a Husky One Card.

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

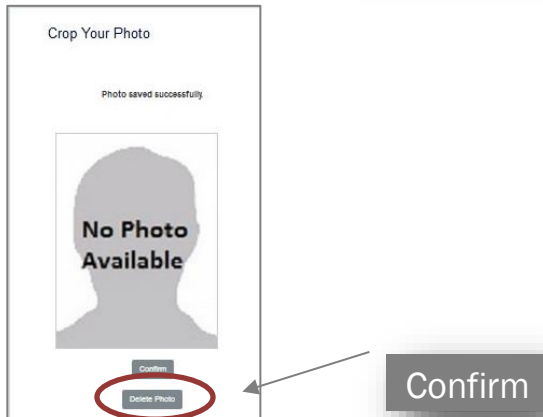


7. **Step Three: Cropping your Uploaded Photo** - Crop Image by moving the image around in the photo box or by adjusting the photo utilizing the + and – symbols. (The + symbol will zoom in on the head shot photo and the – symbol will zoom out if you’ve zoomed in on the head shot too much.)

- 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.**
- Then you will want to select “Crop & Save Photo.”



- Now you may select “Confirm.”



8. Above your submitted photo you will see a status “Status: Pending” until your head shot photo has been reviewed. “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 Husky One Card office will review your submission and approve or reject the photo documentation (with a reason as to why) and will then send you an approval/rejection email at the **email address you provided during your photo upload**. If your photo documentation was rejected, please resubmit your photo documentation again updating the necessary documents.