



## How to Upload Your Campus ID Photo

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### Prerequisites:

You must have obtained a NetID from the campus. Your NetID is the characters in your plattsburgh.edu email address before the @ symbol.

### How to Log In:

- Access <http://www.plattsburghcas.com/id-card>
- Click on the “Click here to upload your campus ID photo” link
- Click on the menu icon in the upper left corner



- Click on the **Cardinal Cardholder Log In** button in the left pane.

A red rectangular button with the text 'CARDINAL CARDHOLDER LOGIN' in white, uppercase letters. A black vertical bar is on the right side of the button.

CARDINAL CARDHOLDER LOGIN

- In the window that appears below, enter your **NetID** in the Username field and your password. Click the **Login** button.

A screenshot of a login form for SUNY Plattsburgh. On the left is the SUNY Plattsburgh logo. On the right are input fields for 'Username' and 'Password', a 'Stay logged in' checkbox, and a red 'Login' button. At the bottom, there is a footer with copyright information and links for 'Manage Account' and 'Forgot Password'.

STATE UNIVERSITY OF NEW YORK  
**PLATTSBURGH**

Username

Password

Stay logged in

**Login**

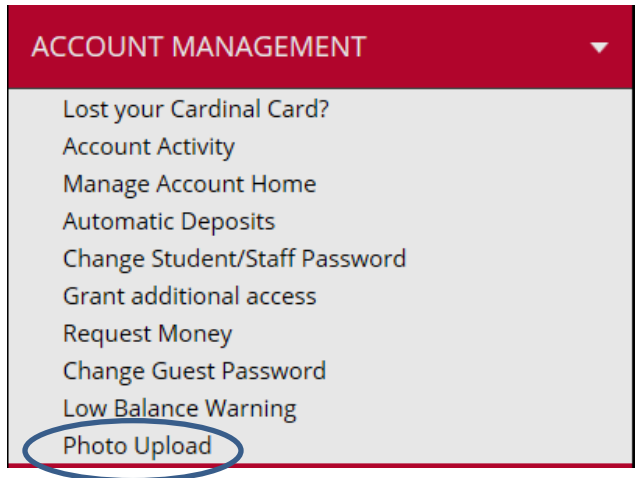
Copyright © 2018 SUNY Plattsburgh | [Manage Account](#) | [Forgot Password](#)

## How to Upload Your Photo:

- Click on the menu icon in the upper left corner



- In the **Account Management** section, click on **Photo Upload**



- At the following screen, you will need to click the **Agree** button after reading the photo requirements to accept the terms and conditions. Note: Full text will appear when turning your phone to the horizontal position.

## Campus ID Photo Upload

Submitting your photo is quick and easy! After agreeing to the Terms and Conditions below, you will be routed to the photo upload form. The top of the form will provide you with a list of requirements to assist you with uploading an acceptable campus ID photo. Once the photo is submitted, it will be reviewed and approved by the College Auxiliary Services office. You will be notified via email whether your photo has been approved or rejected. Please contact the College Auxiliary Services office at 518-564-2035 with any questions or concerns regarding the upload process.

Please note the following photo requirements:

- The photo is for identification purposes and must contain the cardholder only (no family, friends, animals, objects, etc., are permitted).
- The cardholder must appear in normal street attire, without a hat, hood or dark glasses that obstruct a clear view of the face (unless required for religious or medical reasons).
- The photo must be in color.
- A solid white photo background is preferred. Off-white or light colored backgrounds are acceptable.
- Photo must be from the top of shoulders to top of head with some blank space above the head, similar to a passport photo.
- You must be looking directly at the camera. Profile and angled images are not acceptable.
- The photo must be in focus, with sufficient lighting and background contrast to ensure that the cardholder is clearly visible.

College Auxiliary Services reserves the right to reject any photo that is not in compliance with these guidelines. A photo ID is required to pick up your campus ID card.

- The following screen repeats the requirements for your campus ID photo and requests the following information:

- **Email** – This should be your plattsburgh.edu e-mail address that has been supplied to you by the campus.
- **Classification** – Please select your class year or Faculty/Staff.
- **Image File** – Click on the **Browse** button to select the photo you have taken from your mobile device or one that is saved on your computer. Click the **Upload Photo** button.
  - **Note: When taking the photo from a mobile device, the camera should be positioned horizontally.**

Helpful Hints: Stand against a white or lightly colored wall, take a picture with the flash on, looking straight ahead. When taking pictures from a mobile device, the camera should be positioned horizontally for best picture cropping results. Please ensure the photo complies with the requirements below:

- The photo must be of the cardholder only (no family, friends, animals, objects, etc., are permitted).
- No hats, hoods or dark glasses that obstruct a clear view of the face (unless required for religious or medical reasons).
- The photo must be in color.
- You must be looking directly at the camera. Profile and angled images are not acceptable.
- Photo must be from the top of the shoulders to top of head with some blank space above the head, similar to a passport photo.
- Solid white background (preferred). Light-colored backgrounds are acceptable.
- The photo must be in focus, with sufficient lighting to ensure that the cardholder is clearly visible.
- JPEG format only
- No larger than 675 x 900 pixels
- At least 300 x 400 pixels
- File size can be no larger than 2048 KB
- Resolution must be at least 72 dpi

College Auxiliary Services reserves the right to reject any photo that is not in compliance with these guidelines. A photo ID is required to pick up your campus ID card.

Email:

Classification

Image File:

**UPLOAD PHOTO**

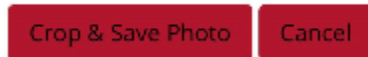
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- After your photo is uploaded, you will be directed to crop the image to meet the requirements listed previously.

- The options below allow you to manipulate the photo you have taken and will be more fully visible if your phone is in the horizontal position.



- The **+/-** buttons will allow you to zoom in and out.
- The **arrow icons** will rotate the photo.
- You can also drag the photo with your finger to position the photo, as necessary.
- Click the **green box** when you are ready to save your photo
- Click the **Crop & Save** button at the bottom of the photo to complete the editing, or **Cancel** if you need to start over.



- Click the **Confirm** button at the bottom of the picture to complete the submission of your ID photo.

### **Next Steps:**

- You will receive an email from cardinalcard@plattsburgh.edu indicating that your campus ID photo is pending.
- The photo will be reviewed by CAS staff to confirm compliance with the photo guidelines and you will receive an email when your card is approved.
- If your card is not approved, you will receive a rejection email with a reason and you can repeat the upload process again or visit the CAS office to have your photo taken.
- Cards will be available for pickup in the CAS office within 1 business day of the approval notification being received. A photo ID will be required for all first time card holders.