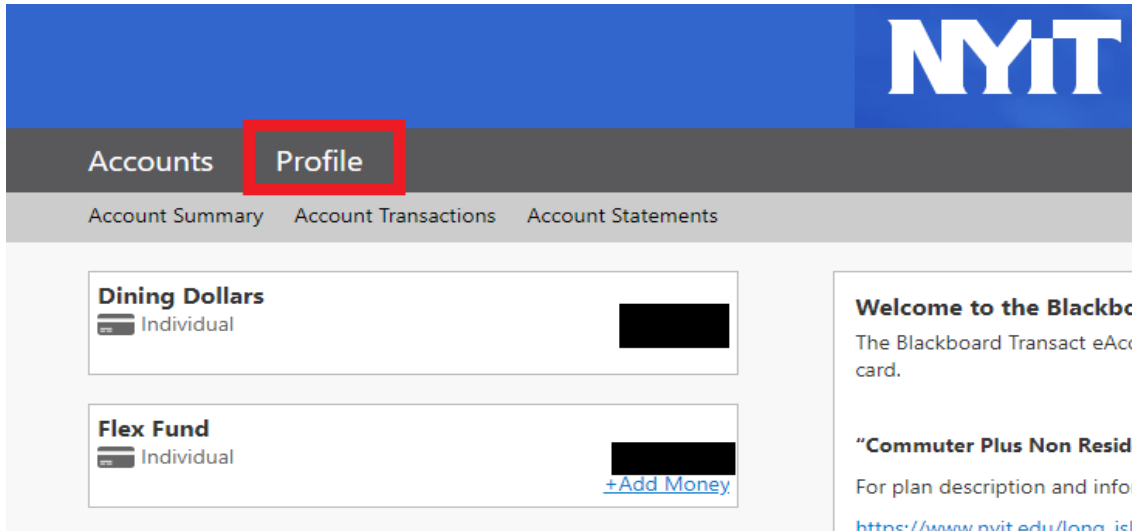
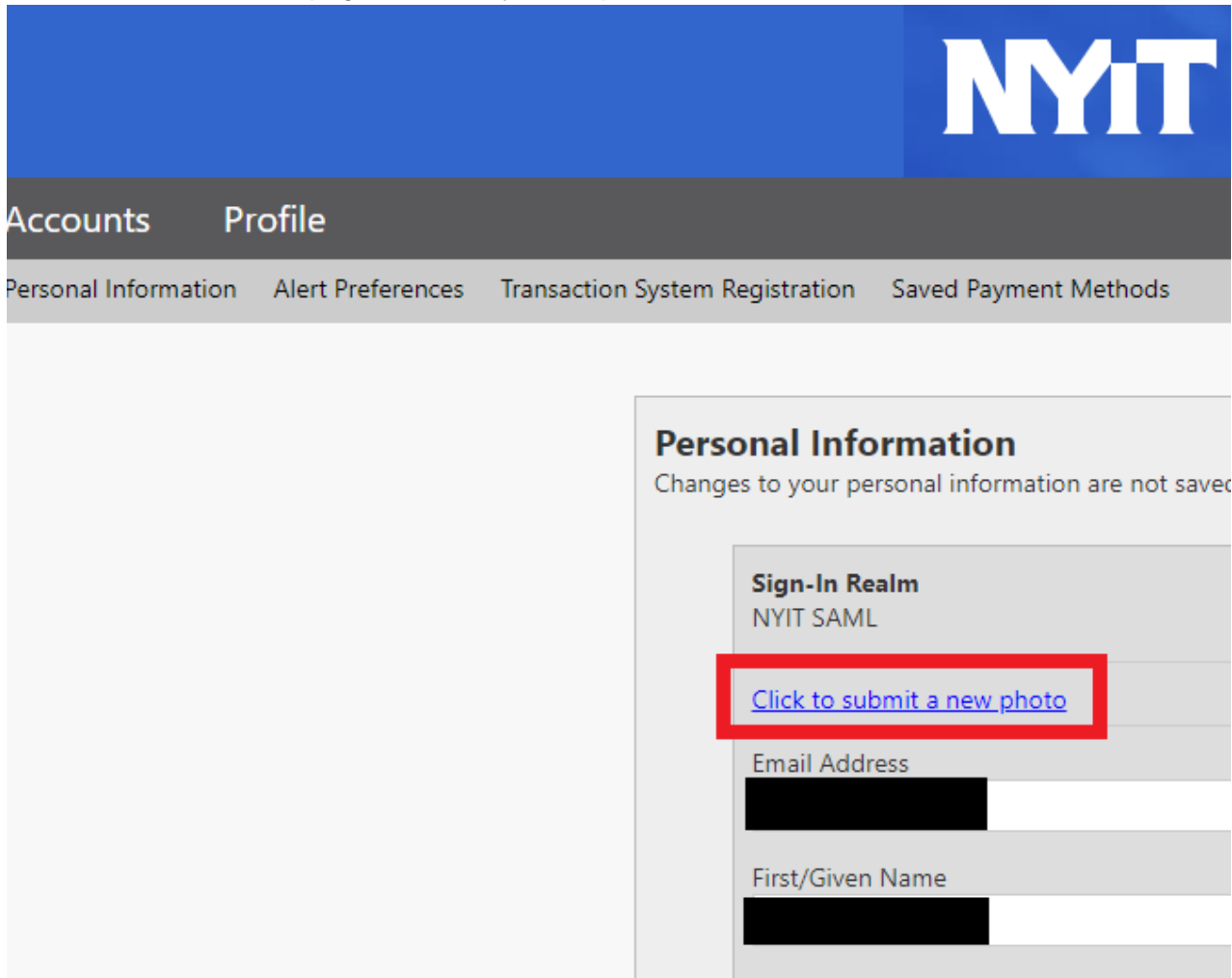


Submit Your Photo to begin ID Card Creation Process

1. Log into [ONECARD.NYIT.EDU](https://onecard.nyit.edu) using your NYIT credentials.
2. When you sign in, click on the **Profile** tab located at the top of the page




3. You will be taken to a profile page with all your information.
 - a. Click on the web page to submit your ID photo.



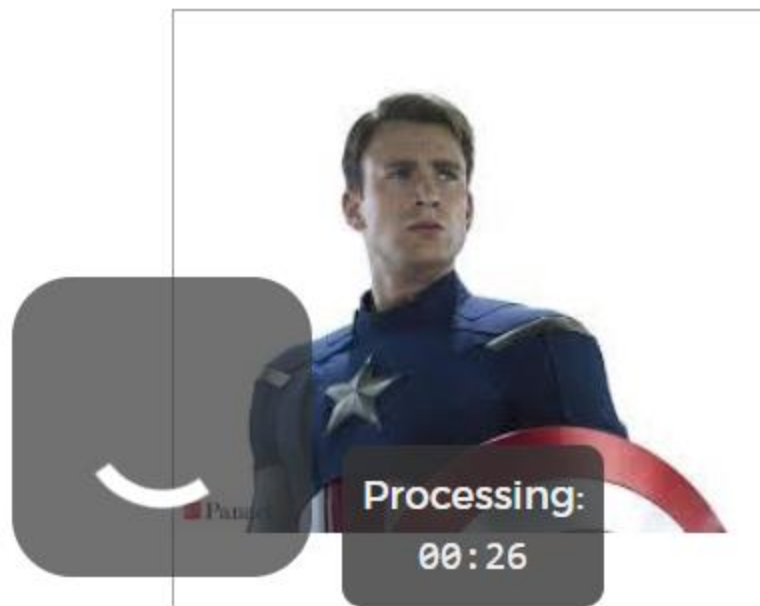
4. Accept the terms and conditions agreement then you would be taken to the upload ID page

Take or upload your ID photo.



5. When you are on the page, Click the **cloud upload** icon 
 - a. open local folder, to select a photo file
 - b. drag a photo file to the **cloud upload** icon for upload
 - c. Another option is to snap a photo when a camera is available for the Browser device.

We're processing your photo now.



We're making sure your photo is rotated correctly.

6. A preview of the uploaded photo will display.
 - a. The photo will be processed and adjust it accordingly
 - b. Optionally, if available, crop the photo and adjust center
 - c. When you're satisfied with the image preview, click Submit & Sign Out



PENDING APPROVAL

A staff member needs to review this photo to make sure it will work well for an ID card.

Please double check the photo requirements before submitting this photo.

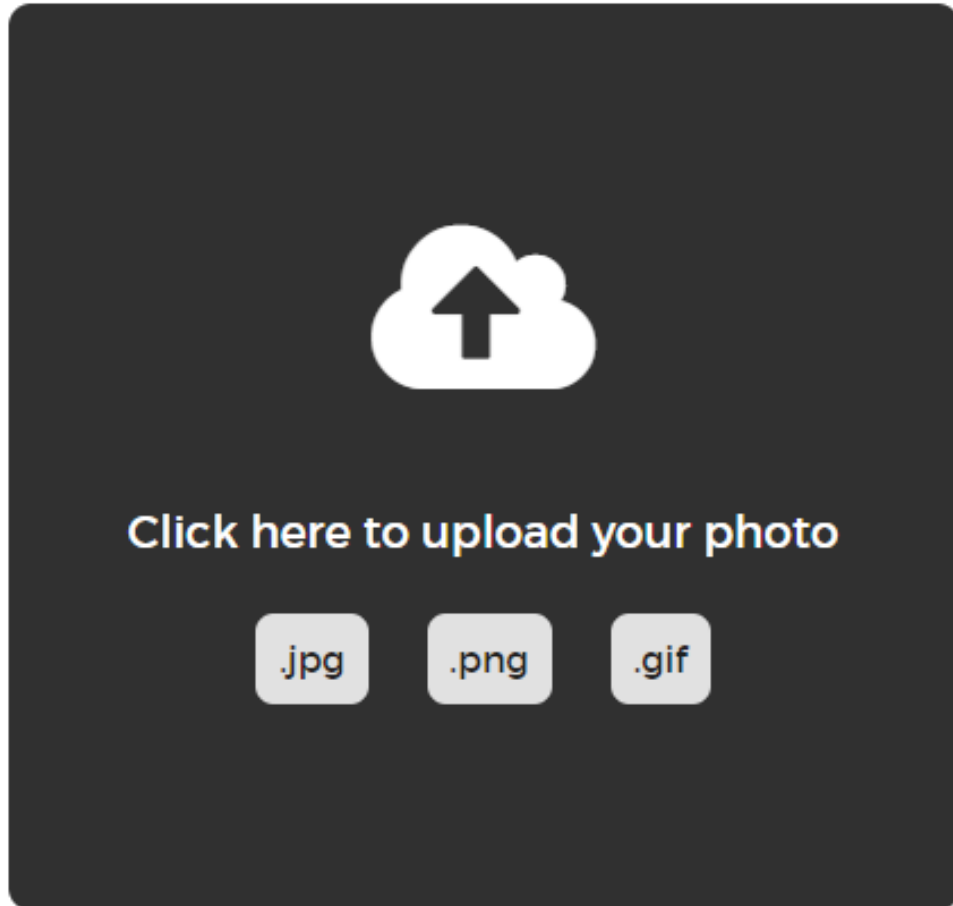
CHANGE PHOTO

SUBMIT & SIGN OUT

7. Next you will be asked to upload supporting documentation to confirm your picture identity.
 - a. Just like before click to upload your photo
 - b. Please upload a copy of your entire driver's license or the informational page of your passport. (not to worry, the supporting document will be deleted after confirmation)

Upload

Upload Supporting Document



8. After submitting the document, you will see a preview of your picture ID and supporting document.
 - a. Click on submit and sign out tab for final review



PENDING APPROVAL

A staff member needs to review this photo to make sure it will work well for an ID card.

Please double check the photo requirements before submitting this photo.

SUBMIT & SIGN OUT

9. After submitting your documents, you will receive a confirmation page..

Thank you!

Your photo has been submitted and will be reviewed soon. We will let you know via email if there is anything else you need to do.

If you have any questions, please contact **New York Institute of Technology** at New York Institute of Technology <ServiceCentral@nyit.edu>.

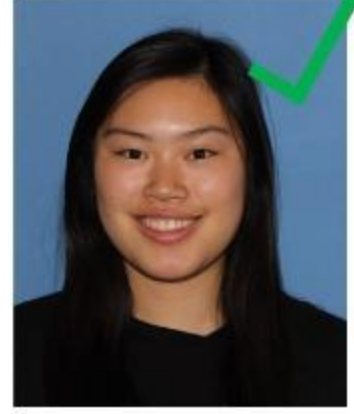
Official Image Requirements

Yes, you can smile!

Your photo must be submitted and approved before the New York Tech ID will be issued. We accept color passport photos with a frontal view of the head and shoulders on a solid white or blue background. You should be facing directly ahead; please do not look down or to either side.

- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis:
 - Uniforms should not be worn in your photo, except religious clothing that is worn daily
 - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face
 - Headphones, wireless hands-free devices or similar items are not acceptable in your photo
 - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo
 - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
 - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash

Acceptable Images



Common Rejection Issues



Shoulders must be squared off



Your head must be held upright



Image should not be too light



No hats or sunglasses



You must be directly facing the camera



Center image, leave room above the head



Image should not be too dark



White or blue background only

If there are any issues with your photo, you will be notified by email. Once your photo has been accepted, your ID card will be created. You will be notified when your ID card is ready.

