

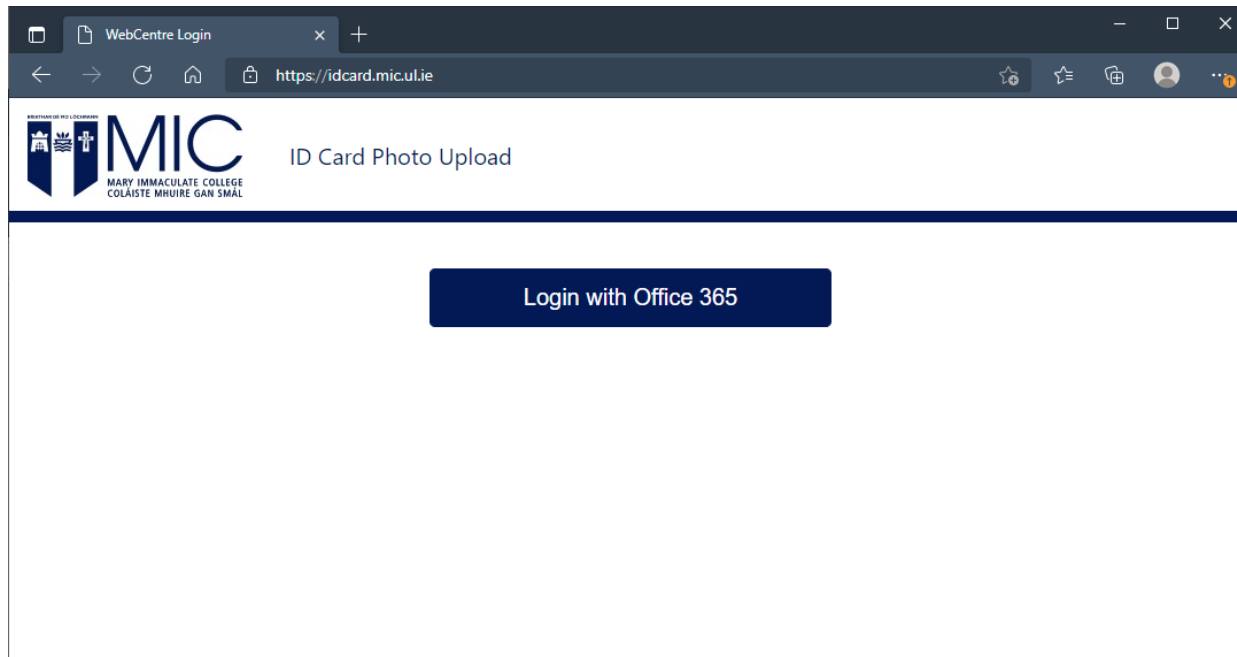
Submitting a Photograph for an MIC Student ID Card.

We are asking all incoming first year students to upload a headshot photograph to a link on MIC's website for the purposes of preparing your Student ID Card. Please follow the instructions below.

Once you have submitted the required photograph and successfully completed Online Module Registration for Semester 1, your Student ID Card will be printed and posted to your home address.

If you experience any difficulty submitting the required photograph, please contact us at saa@mic.ul.ie

1. Go to <https://idcard.mic.ul.ie/>
2. Select '**Login with Office 365**'
3. Enter your MIC Student Email 'xxxxxx@micstudent.mic.ul.ie' and password as required. Providing your preferred authentication method.



4. Read the instructions on the left-hand side carefully.
5. Click the Photo Box to upload a photo

The screenshot shows a web browser window with the URL <https://idcard.mic.ul.ie/User/Image.aspx>. The page title is "Photo Upload" and the browser's address bar shows "Photo Upload" with a search icon. The page header includes the MIC logo (WATERFORD COLLEGE OF MANAGEMENT) and the text "ID Card Photo Upload". On the right side of the header, there are links for "Photo Upload" and "Logoff".

The main content area is titled "Click Photo Box To Add or Change". It features a large, light gray rectangular box with a small camera icon at the bottom center, intended for photo uploads.

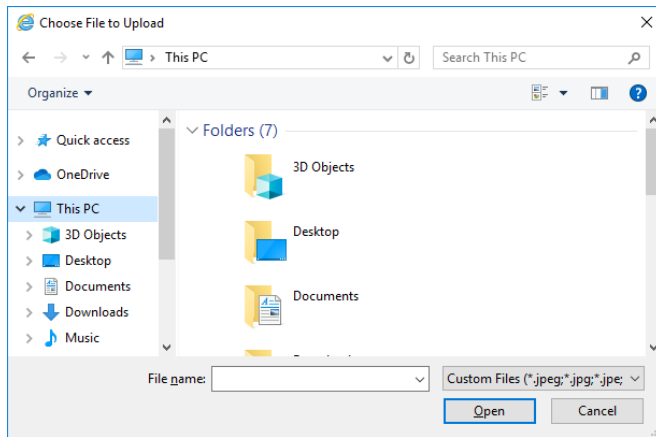
On the left side, there are two sections of instructions:

- Suitable photo for upload:**
 - colour
 - clear with good contrast, in focus
 - a natural expression, smiling is acceptable!
 - recent, ideally less than one month
 - head and shoulders only
 - facing directly towards the camera
 - format of the photo must be jpg only.
 - maximum recommended size of photo 50 Kbytes
- Unsuitable photo for upload:**
 - hats, headgear or sunglasses
 - face not fully visible or obscured by hair or other items
 - non-plain background
 - time/date stamp
 - flash glare and 'red-eye'
 - you will be liable to incur a charge if an inappropriate photograph is uploaded and a replacement card is considered necessary.

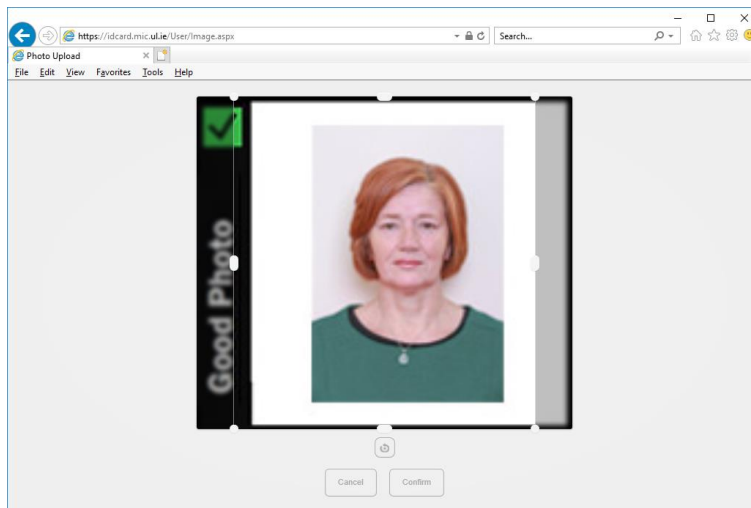
Below these instructions is an "Instructions" section with a link for "Edit Photo" accompanied by a pencil icon.

On the right side of the main content area, there is a preview of an ID card. The card displays the MIC logo, the name "Admin", the surname "Mc", the current name "JMB", the date "Academy", and a signature line.

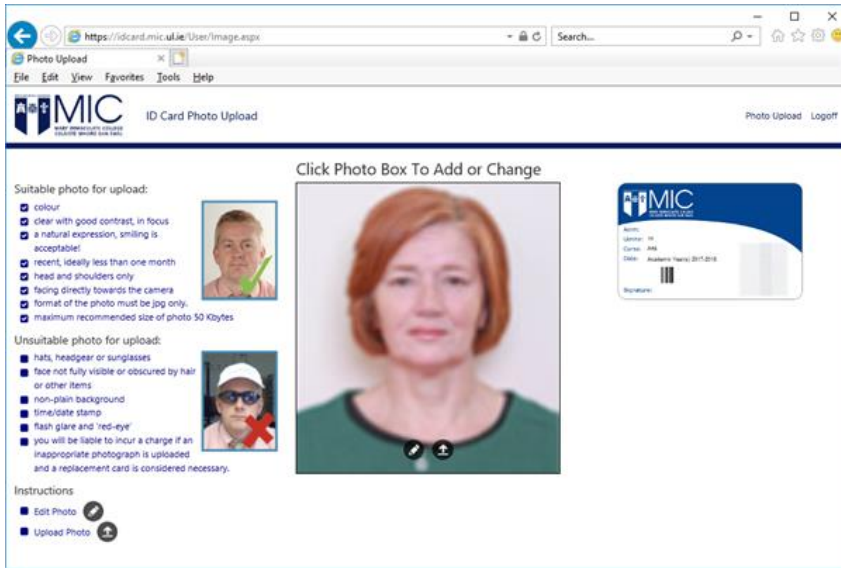
6. Select a photo and click **'Open'**



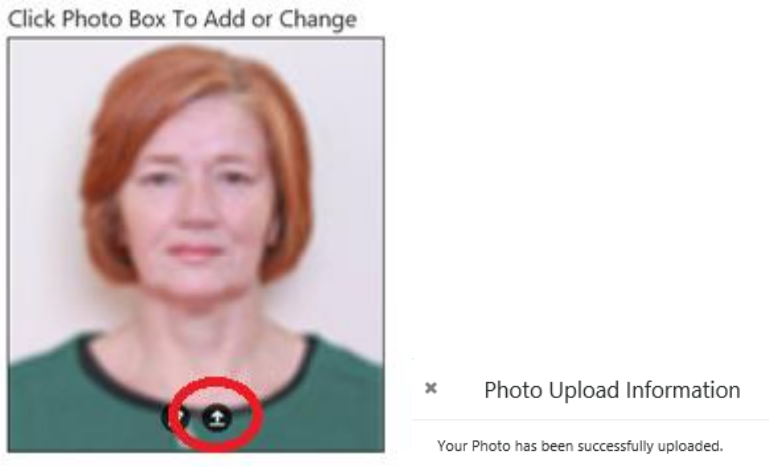
7. Adjust the selection to crop the photo and when you are finished, click **'Confirm'**



8. The finalised photo will then appear in the photo box on the main page.



9. Click the Upload icon on the Photo Box to upload the photo.



10. Photos are validated to ensure they meet the requirements set out in the instructions.

If a validation error is received, click the Photo Box to add or Change the photo and upload the photo again.

Alternatively, edit the photo, crop the photo and upload again if appropriate.

11. When the photo has uploaded successfully, a confirmation message will appear on screen.

Click on the X to close this confirmation message.

12. To leave the application, click Logoff in the top right-hand corner. Once you have logged off no other submission / photo update can be made.

If you have any difficulties in relation to this process, please contact saa@mic.ul.ie.