

Student Online Photo Submission Guide for ONECard

Step 1. Navigate to ONECard eAccounts and login with your Netlink ID and passphrase.



Sign In

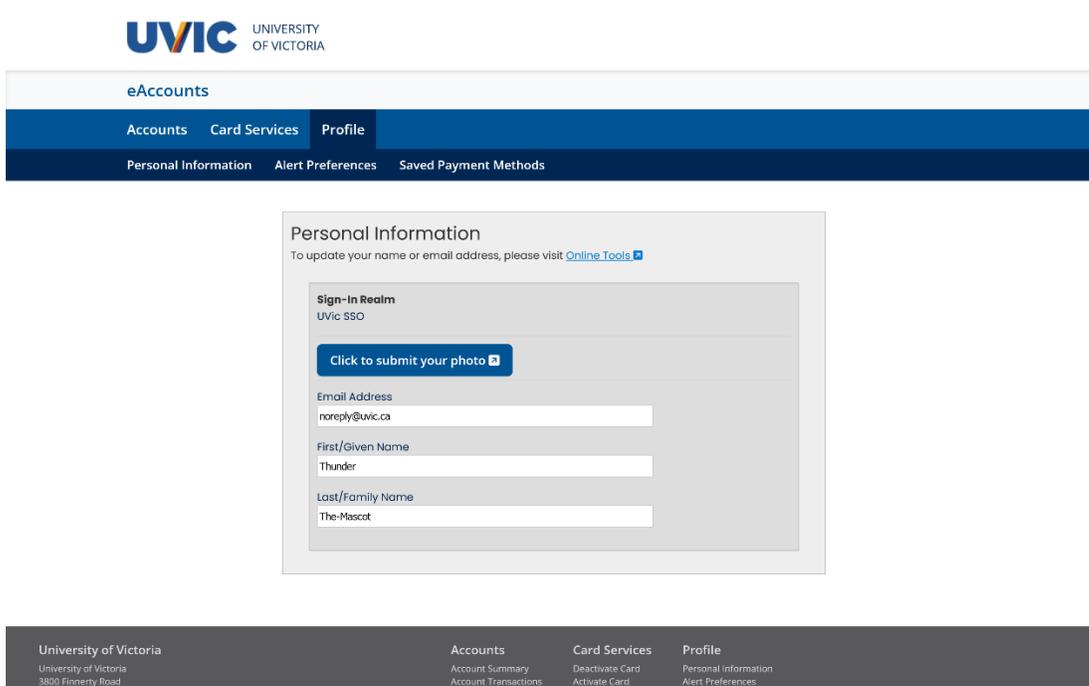
Sign in to ONECard eAccounts with your NetLink ID by clicking "Sign In" below.

Sign In

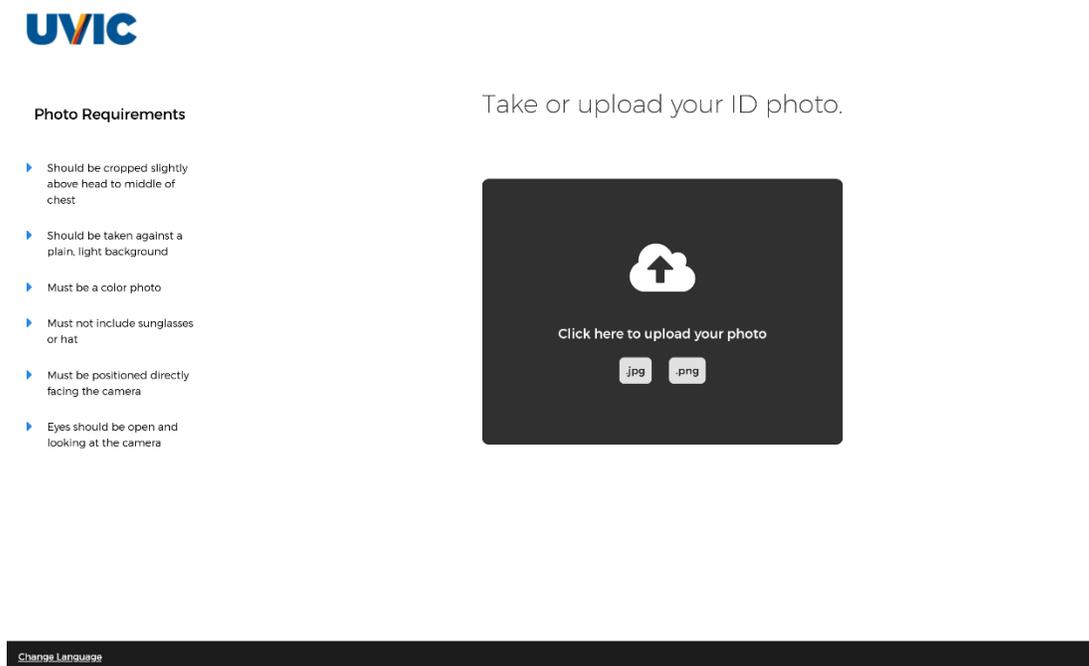
Gift funds

Step 2. Navigate to the Profile tab.

Step 3. Click on the “Click to submit your photo” button.



Step 4. Follow instructions to upload your photo (headshot).



Step 5. Wait for automatic review and processing.



Photo Requirements

- ▶ Should be cropped slightly above head to middle of chest
- ▶ Should be taken against a plain, light background
- ▶ Must be a color photo
- ▶ Must not include sunglasses or hat
- ▶ Must be positioned directly facing the camera
- ▶ Eyes should be open and looking at the camera

We're processing your photo now.



You can go to the next step while we process your ID photo.

NEXT

[Change Language](#)

Step 6. Once processing is complete, click "Next" (IMPORTANT).



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Almost Done



Your photo looks great. We'll send you an email if we need anything else.

Next upload your Government ID.

NEXT

[Change Language](#)

Step 7. Follow instructions to upload image of Government-issued Photo ID.

Step 8. Once uploaded, click “Submit & Sign Out” (IMPORTANT).



Thank you!

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

If you have any questions, please contact University of Victoria at onecard@uvic.ca.