

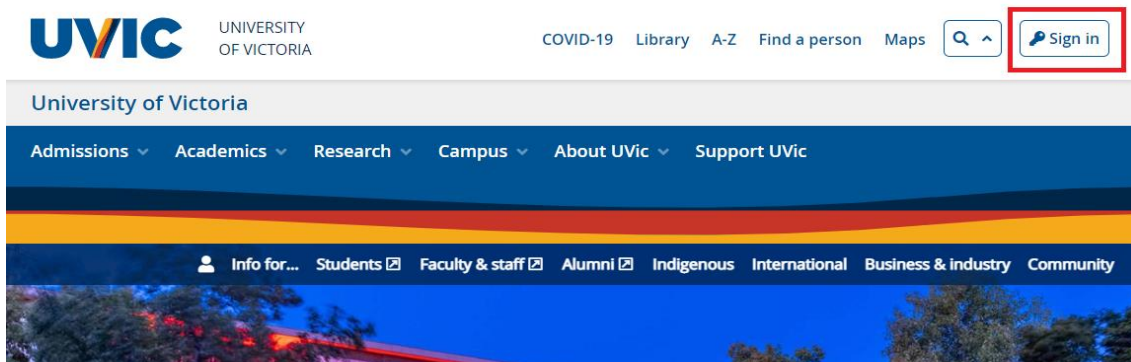
## How to upload your photo for your UVic ID Card (ONECard)

If you have created your netlink ID over 24 hours ago, you can upload your photo for your ID Card.

The upload of your photo and your Government Issued Photo ID is a verification step in producing your ONECard. Government ID is automatically purged once your photo is approved, no copies are retained in our system. Accepted ID includes: passport, driver's license, provincial/state ID card, military ID card, provincial health card with photo, etc.

The photo you submit will be printed on your ONECard, which serves as your official identification. Your photo must be of the same quality and format as other official identification documents like a passport. The photo must not be altered in anyway.

LOGIN: [www.uvic.ca](http://www.uvic.ca)



# YOU ARE READY TO START!

## STEP #1

### ONECard photo & identification submission

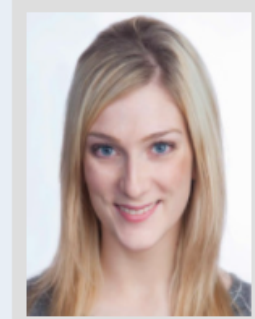
Please submit your photo here. Keep in mind the following things when taking and cropping your photo.



Current colour photo; White smooth background; Front view-centre face full in frame; Eyes open and visible; Crop from just above head to collarbone; Good lighting.



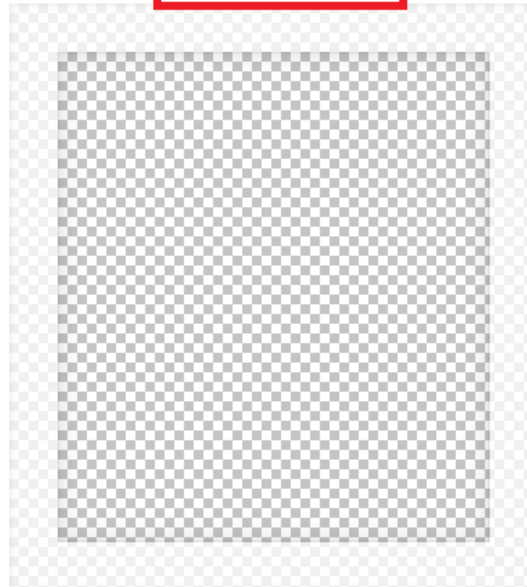
Other people or object in photo; Hats or sunglasses; Clothing that obscures the face; Glare on glasses; Shadows.



This is an example of what a good photo should look like.

Upload an image from your computer or mobile device and then position your face within the border by clicking and dragging the photo and by using the zoom bar below. Once positioned, select the "Crop photo" button.

Upload an image



Crop photo and continue

# STEP #2

## ONECard photo & identification submission

Please submit your photo here. Keep in mind the following things when taking and cropping your photo.

Yes

Current colour photo; White smooth background; Front view-centre face full in frame; Eyes open and visible; Crop from just above head to collarbone; Good lighting.

No

Other people or object in photo; Hats or sunglasses; Clothing that obscures the face; Glare on glasses; Shadows.



This is an example of what a good photo should look like.

Upload an image from your computer or mobile device and then position your face within the border by clicking and dragging the photo and by using the zoom bar below. Once positioned, select the "Crop photo" button.

Upload an image



Crop photo and continue

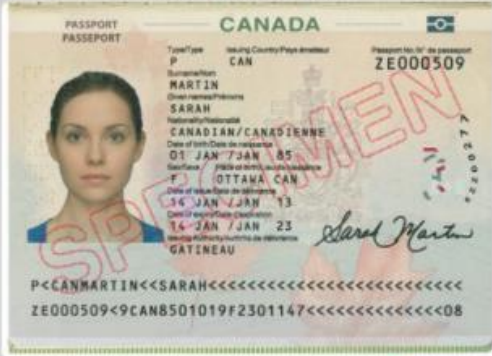


# STEP #3

## ONECard photo & identification submission

Upload a photo or take a photo of your government issued photo ID; click and upload it here. You can position the ID within the border by clicking and dragging it or by using the crop photo button below. Please ensure your government ID has English letters/fonts, it will not be stored and will be deleted once your photo is approved (examples below).

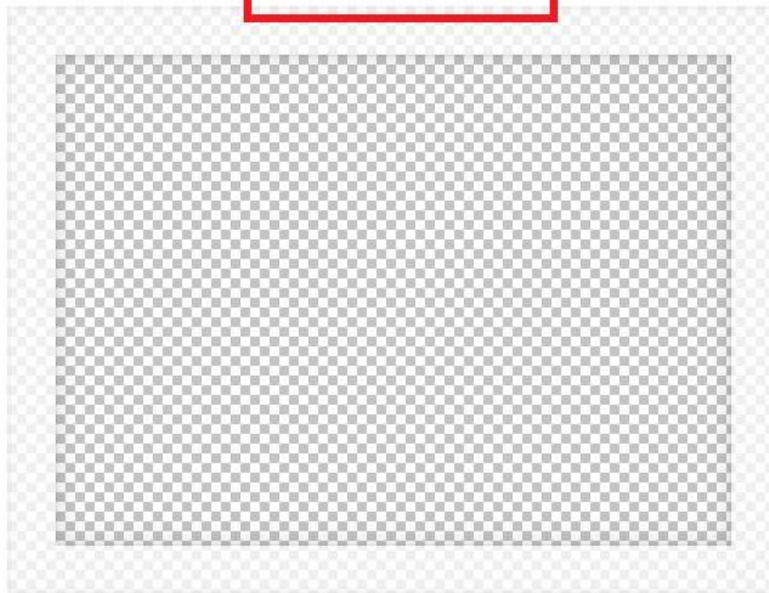
Example Passport



Example Driver's License



Upload photo of identification



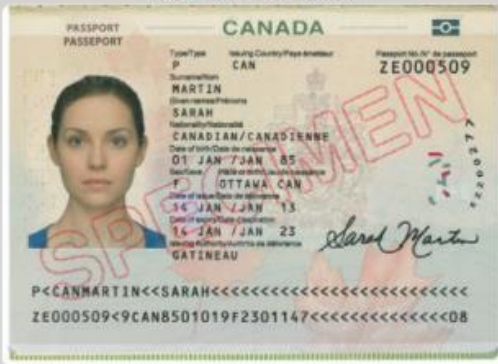
Crop photo of identification and continue

# STEP #4

## ONECard photo & identification submission

Upload a photo or take a photo of your government issued photo ID; click and upload it here. You can position the ID within the border by clicking and dragging it or by using the crop photo button below. Please ensure your government ID has English letters/fonts, it will not be stored and will be deleted once your photo is approved (examples below).

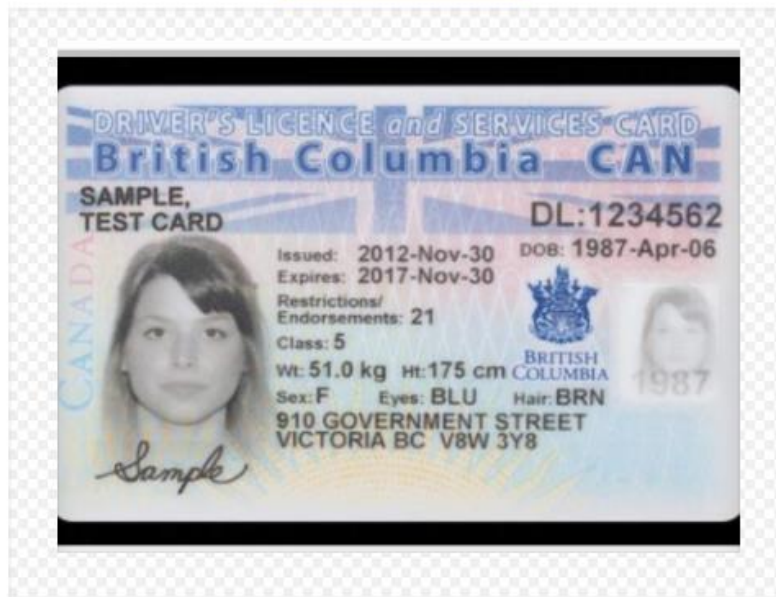
Example Passport



Example Driver's License



Upload photo of identification



Crop photo of identification and continue



# STEP #5

## ONECard photo & identification submission

The photo on the left will be your UVic ONECard photo if it's approved. If both photos below are clearly visible and correct, please submit by clicking the "Submit both photos now" located at the bottom of this page. You will be notified by email once your photo is approved or denied.

OneCard Photo



Identity Photo



[< Back to Profile Upload](#)

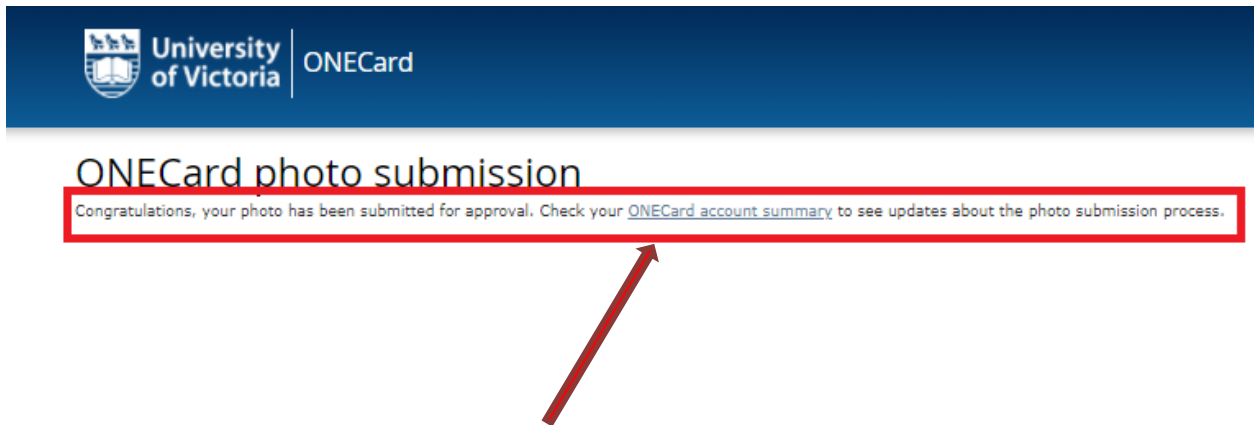
Submit both photos now



By submitting my photo online, I certify that I am the person in this photo and I confirm that this photo is a true likeness of myself. Submitting a false photo of yourself is in violation of the [UVic Policy - Resolution of Non-Academic Misconduct Allegations](#) for fraud or impersonation.

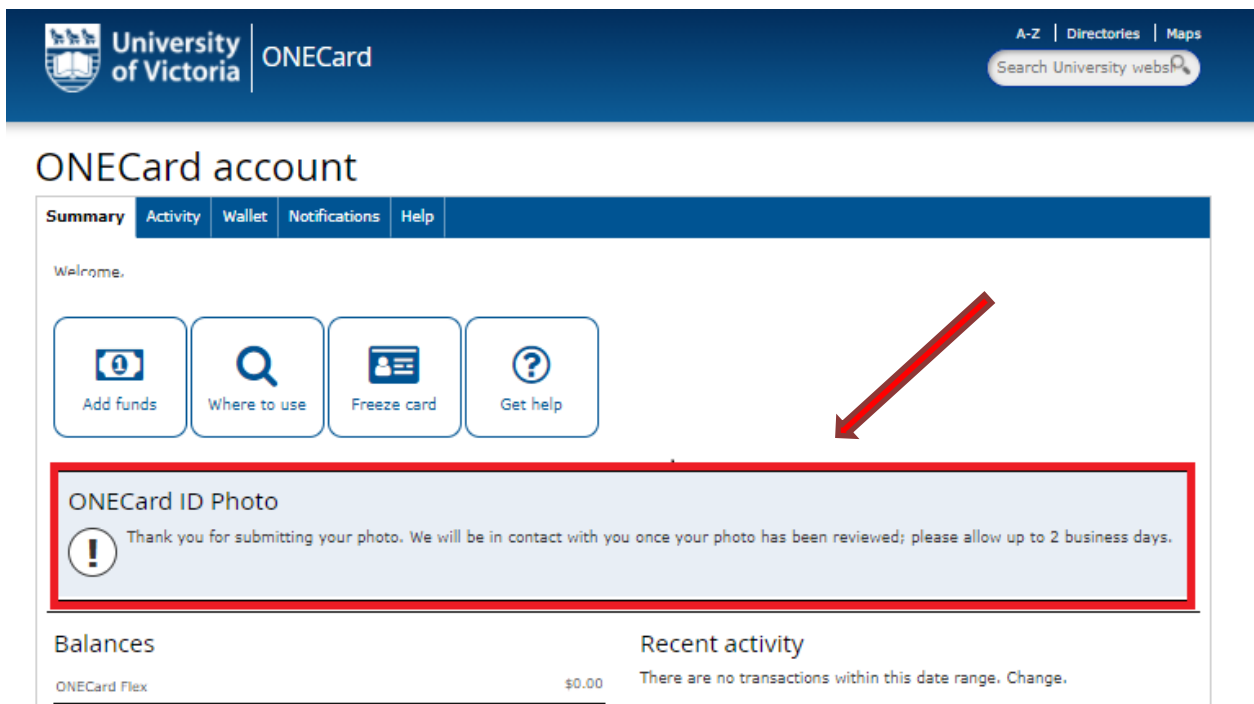
# CONGRATULATIONS!

**Your photo has been submitted for approval!**



**Click the link if you would like to check for updates on your photo submission.**

**We will email you within 2 business days (check your junk folder).**



Have questions or need help with the process? Having difficulty uploading please contact the ONECard Office at [onecard@uvic.ca](mailto:onecard@uvic.ca). Or, you can [book an appointment](#) to have your photo taken here at our counter 😊 Please bring 1 piece of Government Issued Photo ID.