UPLOADING AN ID PHOTO FOR YOUR POINTCARD

New staff and students with activated accounts may upload a PointCard ID photo. If you are attending an in-person orientation session, you should upload your photo several days in advance of that session.

Follow these instructions to upload your photo:

1. **USING THE GET MOBILE APP** – If needed, download the GET mobile app from the Apple App Store or Google Play. Open the app, find University of Wisconsin-Stevens Point and enter your UWSP login and password. Then set your PIN and proceed to upload your photo.

iOS
- Tap **Settings**
- Select **Upload Photo** or **Update Photo**
- Tap **Upload**
- Select **Take Photo** or **Choose Existing Photo**
- You may have to **Allow Camera**
- Take your photo following ID photo criteria
- Select **Use Photo**
- Use the cropping tool if necessary
- Select **Submit Photo for Review**

Android
- Tap the empty photo icon
- Tap the settings "**gear**" icon
- Select **Allow** to take picture
- Take your photo following ID photo criteria
- If needed, rotate photo
- Size photo and select **Crop**

2. **USING A COMPUTER** – Take your photo following ID photo criteria (to your right) and save it on the computer. Once your photo is ready:

- Log into GET at get.cbord.com/uwsp—use your UWSP login and password
- Click **Upload ID Photo**
- Click **Choose File** and select your saved photo
- Click **Upload**
  - If your photo is sideways or another error occurs, you'll need to rotate and/or resize the photo in a photo editing program
- Slide the crop tool and click **Crop**
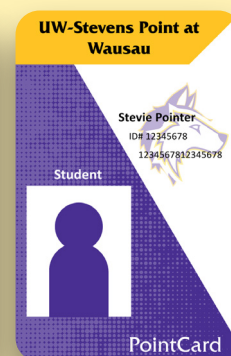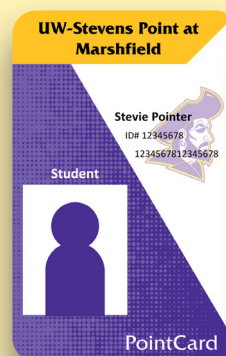- When finished, close your browser

PICKING UP YOUR CARD

Wausau & Marshfield Campus: Your PointCard will be available for pickup at your campus library when you arrive on campus in the fall. If you need a replacement card, email pco@uwsp.edu.

Stevens Point Campus: Your PointCard will be available for pickup at the end of your in-person orientation session or after that day at the PointCard Office, 340 Dreyfus University Center. If you need a replacement card, visit the PointCard Office.

Questions? call 715-346-2012, email pco@uwsp.edu, or visit uwsp.edu/pointcard

Branch Campus Cards:

PointCard ID Photo Criteria:

- Photo should be of just you—no friends, pets, etc.
- Photo should be centered with a full-face view directly facing the camera—all cropping and sizing must be done prior to submitting
- Photo should be just a headshot, from the shoulders up
- Photo background should be a solid, light color—a white wall works well
- Your full face must be visible
- No hats, sunglasses, headphones or other accessories are allowed in the photo—head coverings are only allowed if they are worn daily for religious purposes
- No filters

Photo Examples:

ACCEPTED

NOT ACCEPTED

PointCard Office
University Centers
University of Wisconsin-Stevens Point