

UPLOADING AN ID PHOTO FOR YOUR POINTCARD



As a new student, you can upload your PointCard ID photo. You must have activated your student account and registered for a STAR session before you can upload your photo.

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

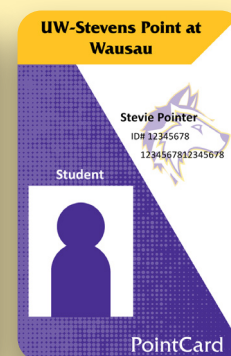
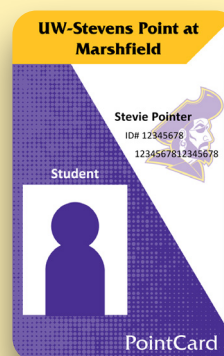
PICKING UP YOUR CARD

Wausau & Marshfield Campus Students: 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 Students: Your PointCard will be available for pickup at the end of your STAR session day 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