

UPLOADING AN ID PHOTO FOR YOUR POINTCARD



As a new student, you need to upload your PointCard ID photo. You must have activated your student account and registered for an online 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**
- Tap **Choose Photo**
- Select **Take Photo** or **Photo Library**
- You may have to **Allow Camera**
- Take your photo following ID photo criteria
- Select **Use Photo**
- Resize and center if necessary
- Select **Done**

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 on move-in 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:

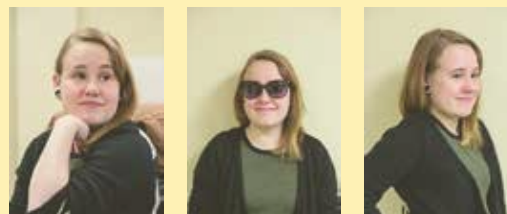
- **Photo should be of just you—no friends, pets, etc.**
- **Photo should be centered with a full-face view directly facing the camera—all cropping and sizing must be done prior to submitting**
- **Photo should be just a headshot, from the shoulders up**
- **Photo background should be a solid, light 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