

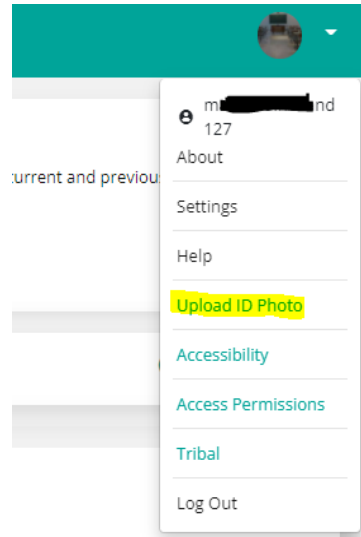
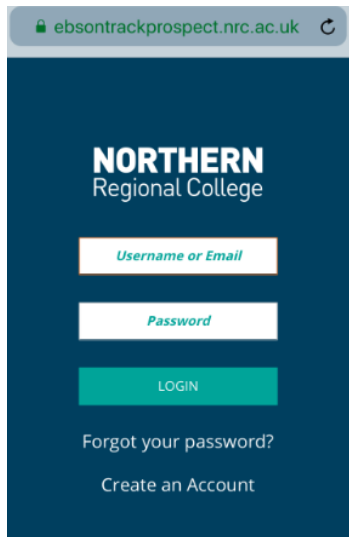
# **NORTHERN** Regional College

How to  
Upload your Student ID Photo  
to your  
Online Prospect Account.  
(Using your phone or the Engage App)

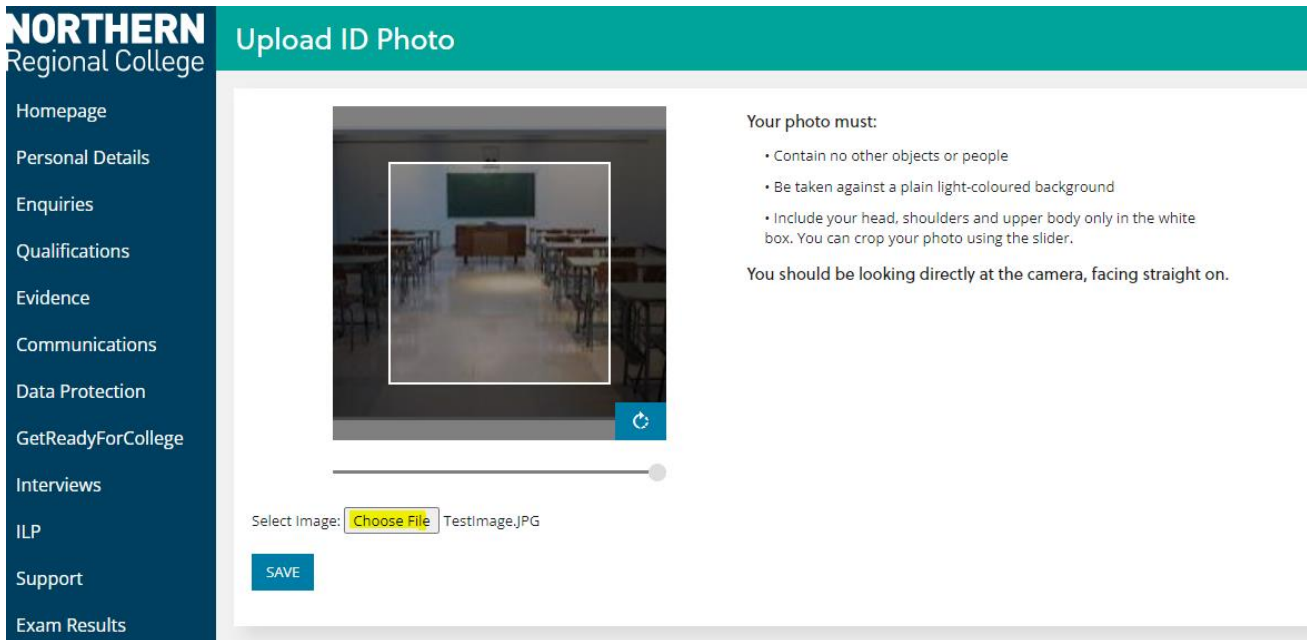
On your phone, login to your prospect account

2. Select the arrow and select 'Upload ID Photo'.

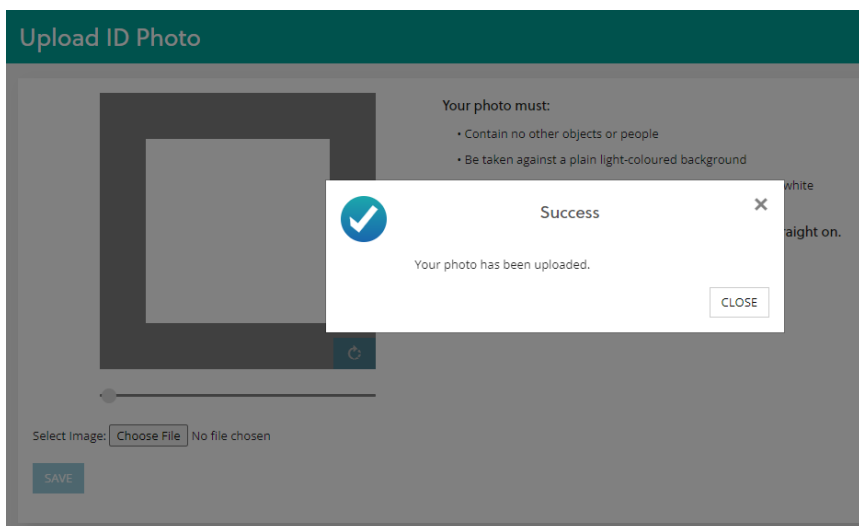
1.



3. 'Choose File' to browse to the photograph to upload.



4. Then 'Save' – your photo will then be uploaded, and you will be notified of this.



**5. Your photograph will be verified prior to your Student Card being produced.**

Tutors will verify your photograph once uploaded, so please ensure you use the following guidelines when taking your photograph. This will ensure there is no hold up in the production of your Student ID card.

The photograph must be of ONLY you. A head and shoulders portrait shot similar to a passport photograph.

Ensure your photograph is .JPG format.

Look directly at the camera with a natural expression. Eyes must be open.

No sunglasses may be worn, however if you wear glasses that is fine.

Ensure your eyes are not covered with hair or any other head coverings unless for religious or medical reasons.

Ensure your face is in focus and has good contrast.

Make sure the photograph is not too dark or too light.

Ensure the background is a plain colour.

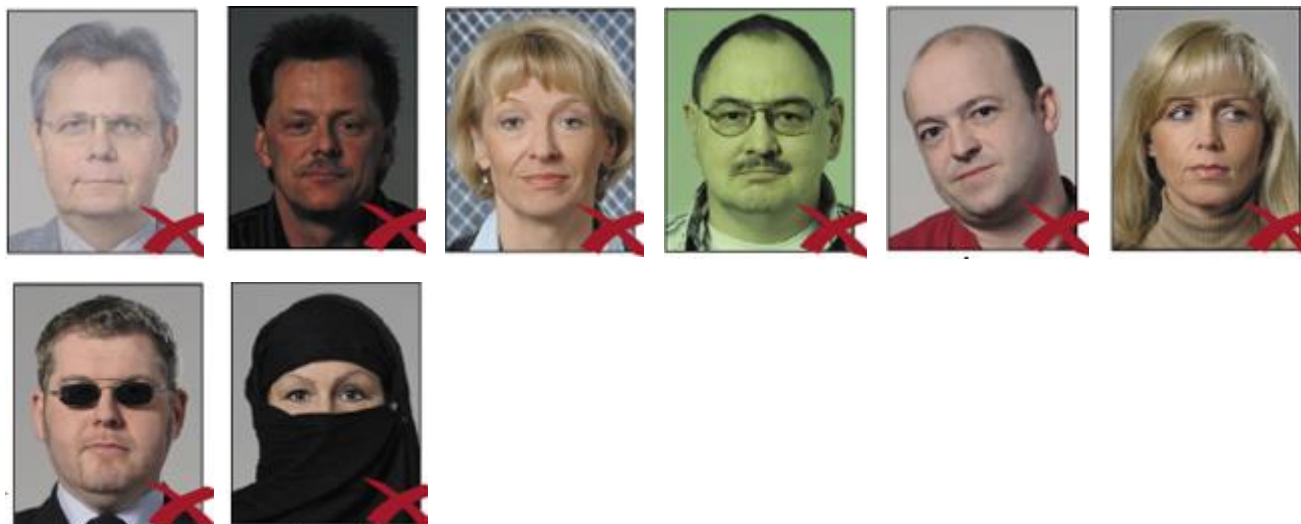
Don't use any filters when taking the photograph.

See below for Good example vs Bad examples.

These are example photographs of how your photograph should look.

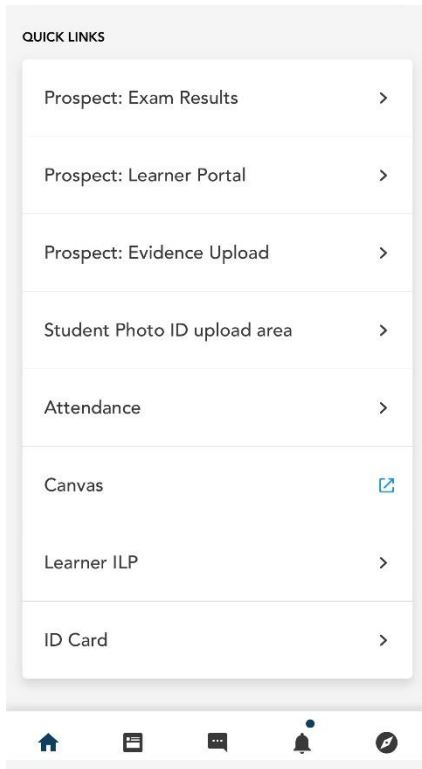


These are example photographs of how your photograph should not look.

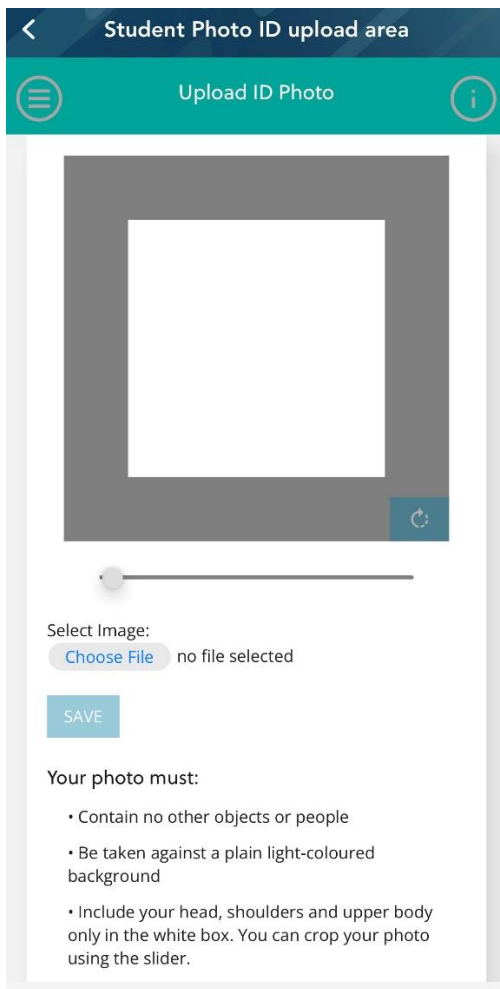


You can also upload your photo from the Engage App using Quick Links.

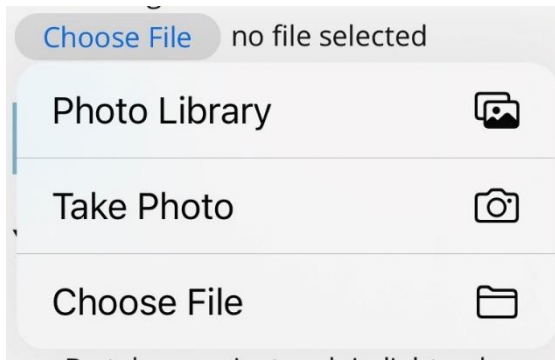
1. Choose 'Student Photo ID upload area' from Quick links.



2. Click 'Choose file'.



3 Either 'Take Photo' or go to the 'Photo Library'.



4. It may ask for permission. This is how it looks on an Android device: -

