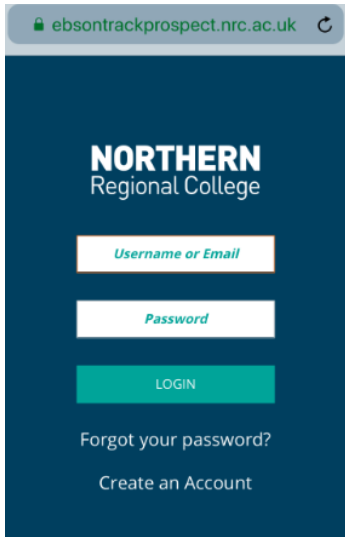


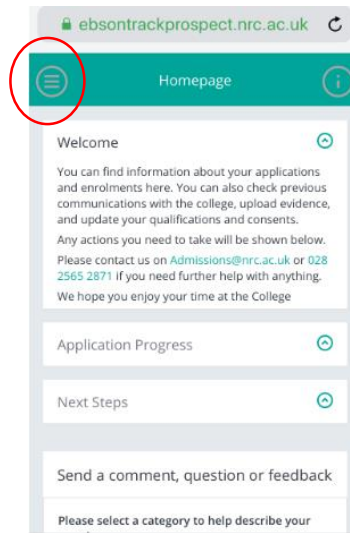


**How to  
Upload your Student ID Photo  
to your  
Online Prospect Account**

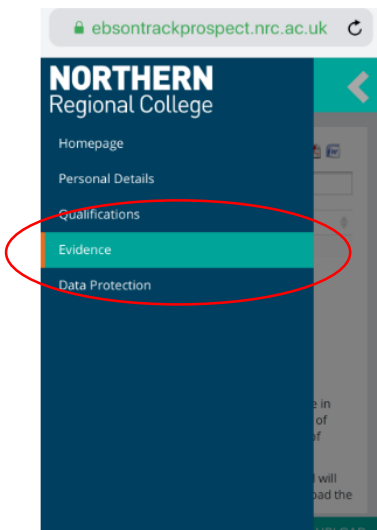
1. On your phone, login to your prospect account



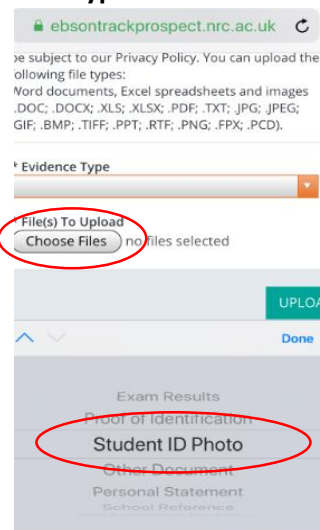
2. From the Homepage, click the menu



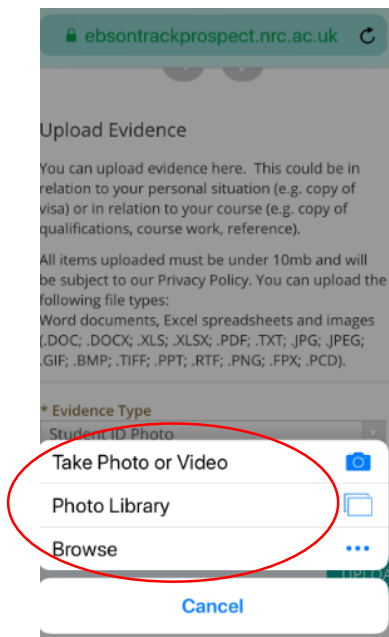
3. From the menu – Select Evidence



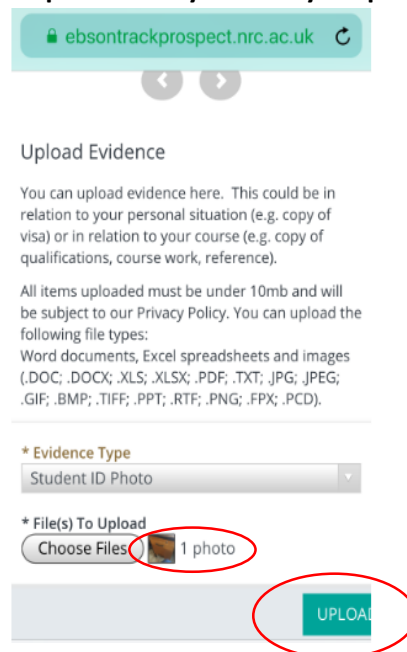
4. Evidence Type > Student ID Photo > Choose Files



5. Take a new Photo or select one



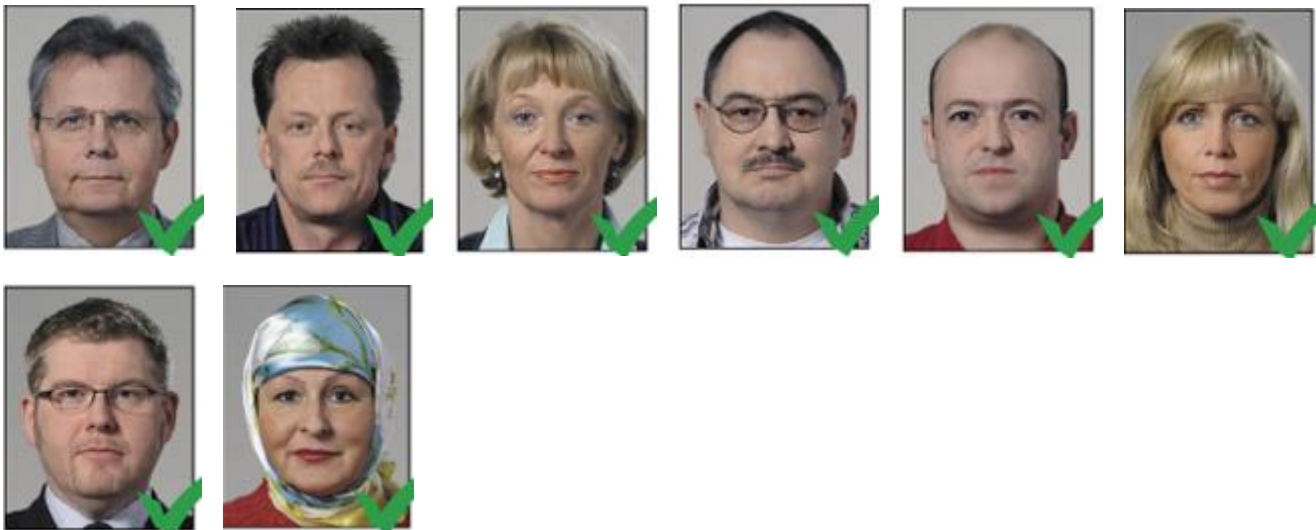
6. Select upload after you have your photo file



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.

1. The photograph must be of **ONLY** you. A head and shoulders portrait shot similar to a passport photograph.
2. Ensure your photograph is .JPG format.
3. Look directly at the camera with a natural expression. Eyes must be open.
4. No sunglasses may be worn, however if you wear glasses that is fine.
5. Ensure your eyes are not covered with hair or any other head coverings unless for religious or medical reasons.
6. Ensure your face is in focus, and has good contrast.
7. Make sure the photograph is not too dark or too light.
8. Ensure the background is a plain colour.
9. Don't use any filters when taking the photograph.
10. 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.

