

ID Photo UPLOAD INSTRUCTIONS



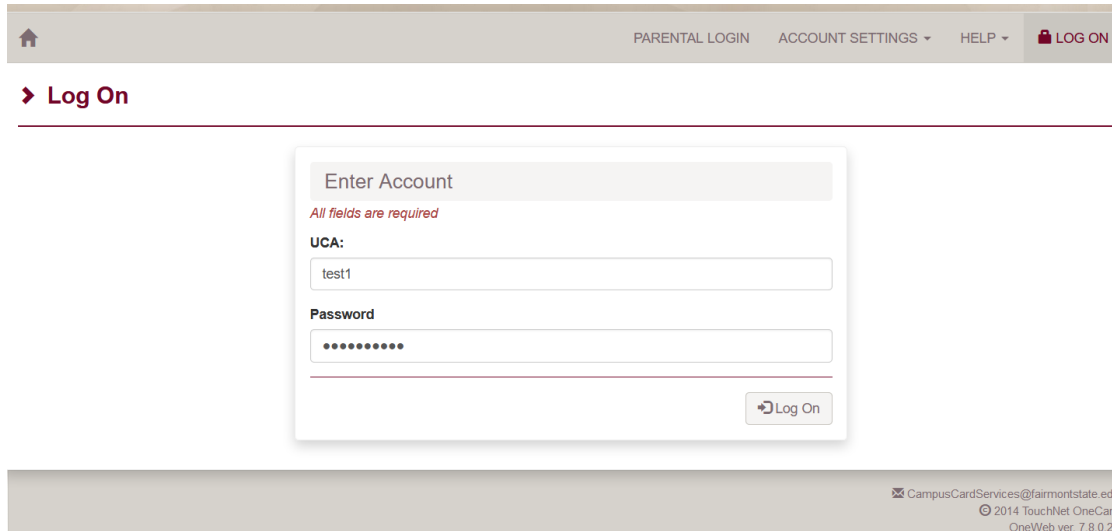
FAIRMONT STATE
UNIVERSITY™

Campus Card Services

STEP #1

Go to the ID Card Web Portal: [CLICK HERE](#)

Log on with your UCA and Password (MUST have an active UCA and Password)



The screenshot shows the login interface of the ID Card Web Portal. At the top, there is a navigation bar with a home icon, "PARENTAL LOGIN", "ACCOUNT SETTINGS" with a dropdown arrow, "HELP" with a dropdown arrow, and a "LOG ON" button with a lock icon. Below the navigation bar, there is a "Log On" link with a right-pointing arrow. The main content area features a "Log On" form with the following elements:

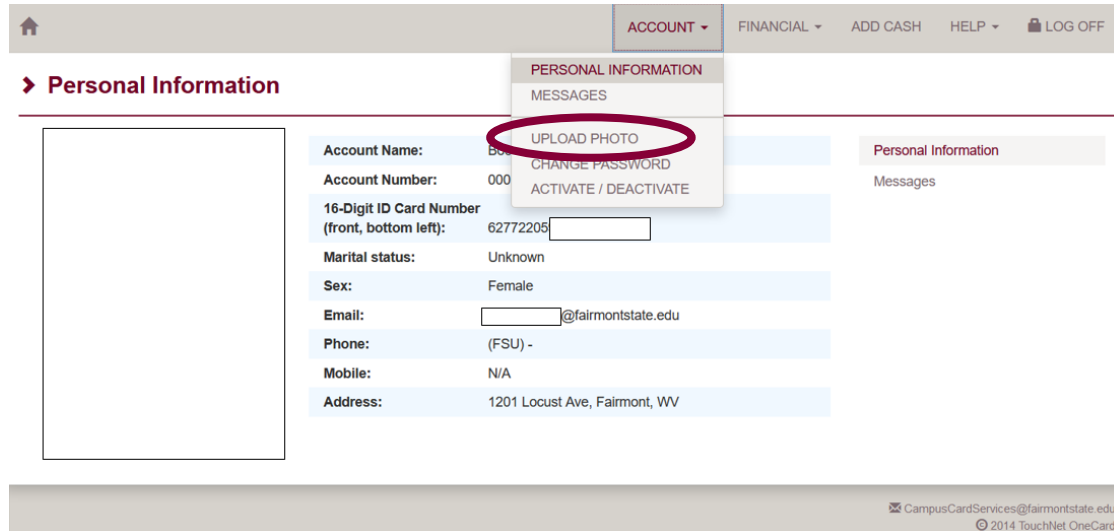
- A header "Enter Account" in a light gray box.
- A note "All fields are required" in red text.
- A label "UCA:" followed by a text input field containing "test1".
- A label "Password" followed by a password input field with masked characters ".....".
- A "Log On" button with a right-pointing arrow at the bottom right of the form.

At the bottom right of the page, there is a footer with the following text:

- ✉ CampusCardServices@fairmontstate.edu
- © 2014 TouchNet OneCard
- OneWeb ver. 7.8.0.27

STEP #2

Select "ACCOUNT" then select "UPLOAD PHOTO"



The screenshot displays a web application interface. At the top, there is a navigation bar with a home icon, a dropdown menu labeled "ACCOUNT", and other options: "FINANCIAL", "ADD CASH", "HELP", and "LOG OFF". Below the navigation bar, the page title is "Personal Information". A dropdown menu is open under the "ACCOUNT" button, showing options: "PERSONAL INFORMATION", "MESSAGES", "UPLOAD PHOTO" (circled in red), "CHANGE PASSWORD", and "ACTIVATE / DEACTIVATE". The main content area shows a form for "Personal Information" with fields for Account Name, Account Number, 16-Digit ID Card Number, Marital status, Sex, Email, Phone, Mobile, and Address. A large empty box is visible on the left side of the form.

ACCOUNT ▾ FINANCIAL ▾ ADD CASH HELP ▾ LOG OFF

Personal Information

PERSONAL INFORMATION
MESSAGES
UPLOAD PHOTO
CHANGE PASSWORD
ACTIVATE / DEACTIVATE

Personal Information
Messages

Account Name: BO
Account Number: 000
16-Digit ID Card Number (front, bottom left): 62772205
Marital status: Unknown
Sex: Female
Email: @fairmontstate.edu
Phone: (FSU) -
Mobile: N/A
Address: 1201 Locust Ave, Fairmont, WV

✉ CampusCardServices@fairmontstate.edu
© 2014 TouchNet OneCard

STEP #3

Select "Upload" to insert your picture (JPEG).

You may need to resize your picture to the required specifications (See Sample Photo). After you resize, you may also need to select "Crop & Rotate" to make any needed adjustments.

Click "Submit" to complete the upload!

You will receive an approval or rejected email from heartland@fairmontstate.edu.

If you have issues with the portal, please email your photo for approval:
CampusCardServices@fairmontstate.edu

Current Account Picture



- Make sure the photo presents the full head from the top of the hair to the bottom of the chin.
- Center the head with the frame.
- You should have a neutral expression and be facing the camera.
- The system is configured to use aspect ratio 509 : 680.
- The minimum size of the photo should be: Width: 509 px. Height: 680 px.
- If the photo is larger than: Width 1527 px., Height: 2040 px., it will be resized to these dimensions.

