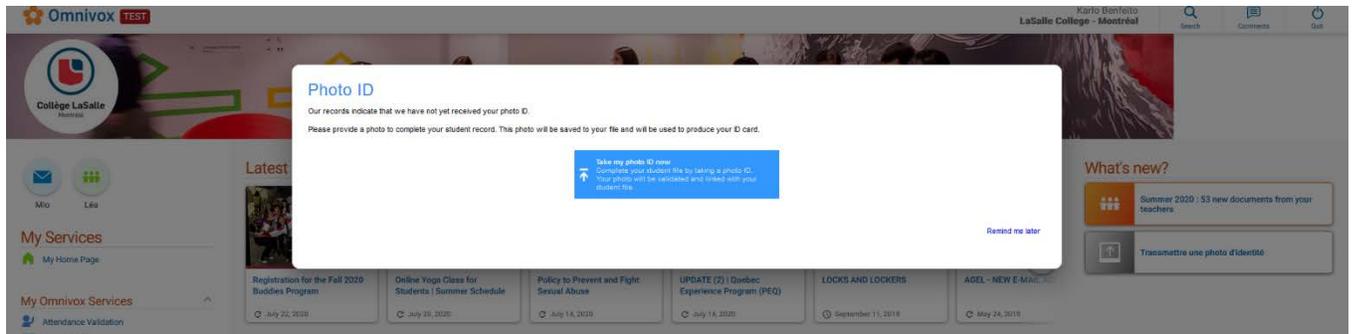# User Guide : Upload your Photo ID
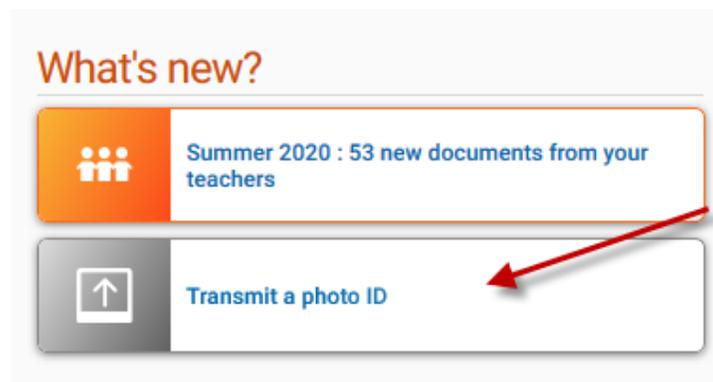
USER GUIDE: Upload Your Photo ID on Omnivox

1) When you log in to Omnivox, the system will ask you to upload a picture. Automatically, Omnivox will open a popup window to inform you.

2) You can click on **Remind me later** but each time you will log back in to Omnivox, the system will keep on remind you until the picture is taken and approved.

Also, the reminder will be shown under the **What's new?** section on the home page.

3) The next screen will be the place to upload your picture in Omnivox and explain why you have to send the picture and where it will be used.

4) Press the blue button to continue with the upload of your picture.

Personal File for Students

Photo ID

This service allows you to transmit your photo ID to the college. By transmitting your photo electronically, you need not have your photo taken at the college.
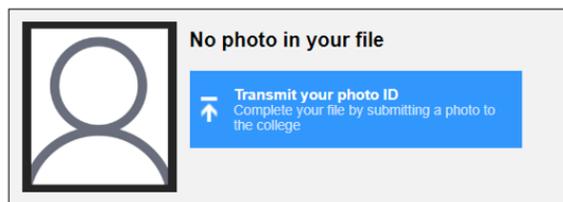
Your photo will be used to produce your College student ID card and will be saved in your College student file for identification purposes. Your photo will also be used on the Omnivox platform of your institution.

What is a Student ID Card? ☆
This card confirms your status as a student at the college. It gives you access to the college's various services and equipment and is used by your teaching institution to identify you during some exams. You can also use it in certain business enterprises to demonstrate that you are a student. Using another student's card, lending or falsifying your own card constitutes fraudulent use subject to sanctions than can be as severe as expulsion from the college.

What should I do in the case that my ID card is lost or stolen? ☆
In the case of a lost or stolen card, you must contact the Academic Affairs immediately in order to deal with this situation. You are responsible for all loans that may be recorded in your name until the time when you declare the loss or theft of your ID card.

◀ **Personal File for Students**

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5) You will start a series of steps where the criteria of the picture and the layout are explained.

6) On the step 2 (below), you will upload a picture from your computer or phone, and we invite you to write your email address to receive a confirmation when your picture is approved*.

    If your picture is refused, you'll be prompted to upload a new picture to restart the approval process. On your personal file, you will see the detail of why your picture was refused.

Personal File for Students

Photo ID

1 Select a photo that meets the criteria

You are about to transmit your photo to the college. This photo will be used for your student ID card among other things and used for communication purposes on the Omnivox platform.

You need to provide a recent photo, taken within the last six months, that meets the criteria, otherwise you will be required to submit a new photo.

Selection criteria for the photo:

- **Appear alone**
  You must be alone in the photo. You must be the main subject in the photo.

- **Eyes and position of the face**
  You must be facing the camera. Your head must be straight and your face unobstructed. You face must be centered within the frame of the photo.

- **Photo quality**
  The photo must be clear, the focus on your face.

- **Lighting / contrast / colours**
  The photo must be neither overexposed or under-exposed. It must be properly contrasted, without shadows on your face or in the background.

- **Background**
  The background must be solid, in a clear colour (white, light blue or light grey).

- **The head**
  The head must be naked, headgear is not permitted. Note: if you wear glasses, it is not necessary to remove them. Sun glasses however are not accepted.

Examples meeting the positioning criteria

Examples that do not meet the positioning criteria

2 Upload the selected photo

Select a photo that meets the criteria below by pressing on *Browse*.

Photo file   Choose File   No file chosen

Email

This email address will be used by Omnivox to send you a notice in case of problems with the photo uploaded or when the photo will be accepted.

◄ Back   ✓ Continue   Cancel

7) On the next step, you will be able to crop and adjust your picture with the picture criteria to guide you through the process.
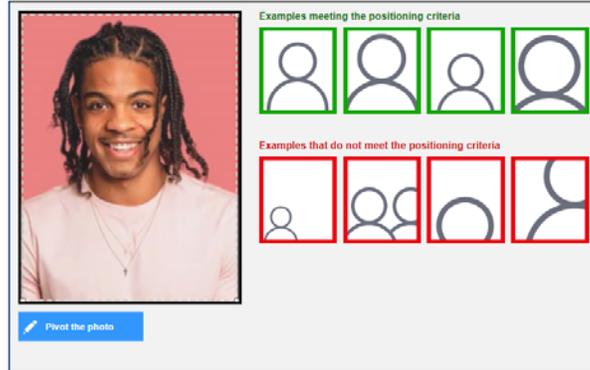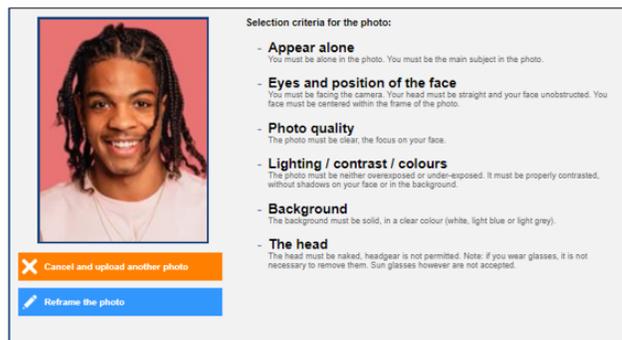

8) On step 4, you'll see your picture one last time and is given an opportunity to reframe or change your picture. Once you are happy with the outcome, then press on **Transmit this photo to the college now**.

9) On the screen it indicates that your identity fill be validated when you'll come pick up your student card and you'll have to show a valid ID with a picture.

10) Your picture is already in the Validation queue of the Omnivox approver. For the time being, you now must wait until the picture is approved or refused by the College.

11) Once your picture has been approved by the administration, you will receive a confirmation email (if you input your email on step 2).

Otherwise, you can log into the **Personal File** under **My Omnivox Services** to see the status of your photo approval.

Personal File for Students
Photo ID

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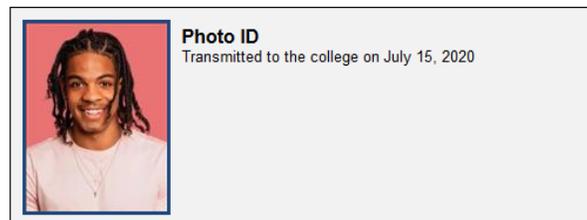
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Photo ID
Transmitted to the college on July 15, 2020

12) Finally, when your photo is approved, your card will be produced. Expect a 48-hour delay for the production of your card.

13) When it will be ready, you will receive a confirmation message by MIO and you will be able to pick up your student card at the "Student Card" kiosk located on the mezzanine on the 2nd floor or at the Documentation Centre after August 28th.