

## EagleCard Photo Upload

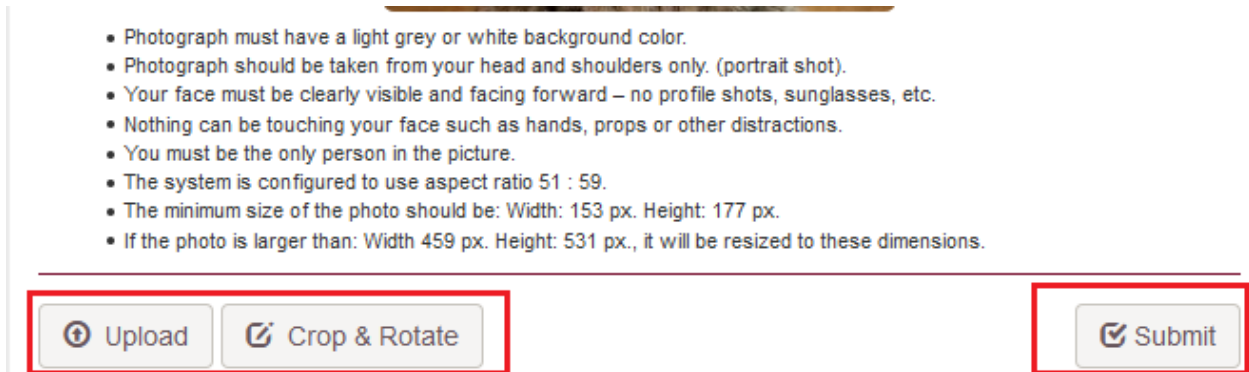
1. Open a browser and navigate to <https://eaglecardweb.csc.edu/OneWeb/>
2. Login with your campus e-mail ([student@eagles.csc.edu](mailto:student@eagles.csc.edu)) and password. **If your username/password does not work, ensure there are no extra spaces at the end of the e-mail and then contact the CSC Helpdesk at 308-432-6311 or [helpdesk@csc.edu](mailto:helpdesk@csc.edu)**

The screenshot shows a login form titled "Enter Account". Below the title, it states "All fields are required". There are two input fields: "CSC E-mail - Full @csc.edu or @eagles.csc.edu email address" and "Password". A "Log On" button with a right-pointing arrow is located at the bottom right of the form.

3. Select Account – Upload Photo from the top right menu

The screenshot shows a user profile page. At the top right, there is a navigation menu with "ACCOUNT" selected. Below it, a dropdown menu is open, showing "PERSONAL INFORMATION" and "UPLOAD PHOTO" (which is highlighted with a red box). Below the menu, there is a form for "Personal Information" with the following fields: Account Name, Account Number, Marital status, Sex, Email, Phone, Mobile, and Address.

4. Select Upload and follow onscreen instructions to take and crop your photo. If you receive any error messages about dimensions, please ensure your photo is cropped to only include your head and shoulders

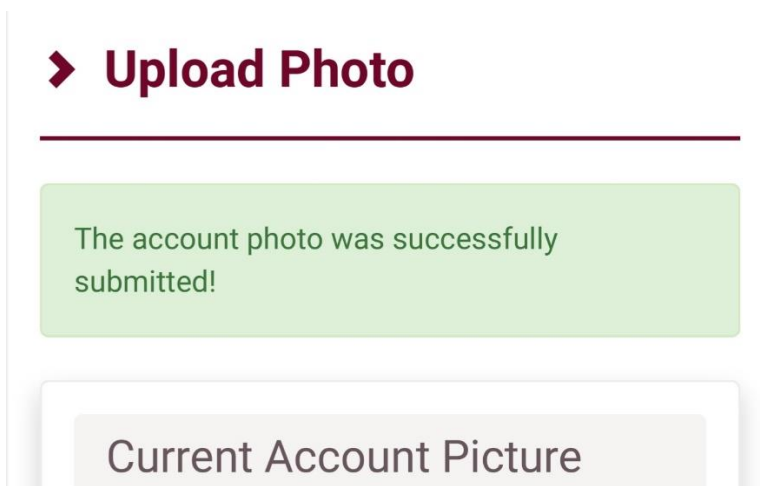


A screenshot of a web interface showing photo upload instructions and buttons. The instructions are listed in a bulleted format. Below the instructions, there are three buttons: 'Upload', 'Crop & Rotate', and 'Submit'. The 'Upload' and 'Crop & Rotate' buttons are grouped together in a red box, and the 'Submit' button is in a separate red box.

- Photograph must have a light grey or white background color.
- Photograph should be taken from your head and shoulders only. (portrait shot).
- Your face must be clearly visible and facing forward – no profile shots, sunglasses, etc.
- Nothing can be touching your face such as hands, props or other distractions.
- You must be the only person in the picture.
- The system is configured to use aspect ratio 51 : 59.
- The minimum size of the photo should be: Width: 153 px. Height: 177 px.
- If the photo is larger than: Width 459 px. Height: 531 px., it will be resized to these dimensions.

Upload   Crop & Rotate   Submit

5. Select Submit when finished. A message will appear at the top of the webpage when successful. You will receive an e-mail once your photo is approved with further instructions for picking up your EagleCard.



A screenshot of a web interface showing the 'Upload Photo' section. The section title is 'Upload Photo' with a right-pointing arrow. Below the title, there is a green message box that says 'The account photo was successfully submitted!'. Below the message box, there is a placeholder for the 'Current Account Picture'.

## ➤ Upload Photo

The account photo was successfully submitted!

Current Account Picture

6. Open the browser and navigate to <https://youtu.be/xSKt0J3Oo0M>  
Watch the CSC Video “Introducing the CSC EAGLECard”.  
If you have problems with the link, please contact the CSC Conferencing Office at 308-432-6380.