


HOW TO UPLOAD A PHOTO FOR YOUR STUDENT ID CARD

If you did not upload a photo as part of the online enrolment process, please follow the instructions below to access the upload facility.

Log-in to **UHI Records** (www.studentjourney.uhi.ac.uk) using your student ID number and password. Once you have logged in you are directed to the **Student Hub** homepage. On the left hand side of the screen look for the **Student Photo Upload** section and click on **Upload Student Photo**.



Select the course you have enrolled on from the drop-down menu and click **continue**.




Please read the requirements which are needed to upload a photo and what is acceptable.

When you get a student ID card as a new student, you can choose to upload one of your own photos or have one taken at the College. Your own photo should follow the same basic rules as a passport photo and be:


- a colour photo
- taken against a plain, uncluttered background
- taken recently
- clear and in focus
- unaltered by computer software, filters, etc
- have a neutral expression
- show your face in full
- no glasses or headwear (except on religious grounds)
- show you facing the camera with your head straight in the frame
- have only one person in the photo.
- in a JPG format

Photos should be along the style of the photo below:

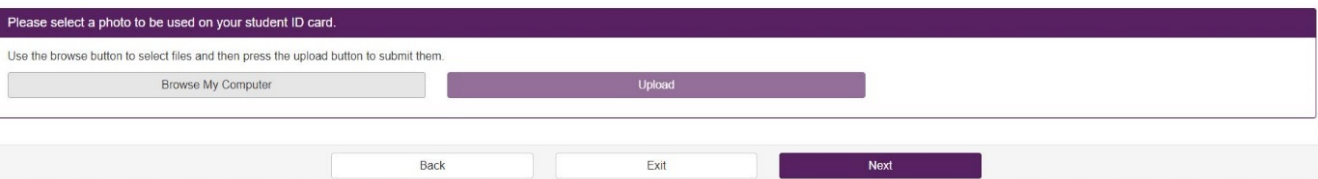
Acceptable photo example



Unacceptable photo examples



Once you have identified an appropriate photo, and saved it to the device you are using, select the **browse my computer** button and select the photo. Click on the **upload** button and select **next**.



Once you have completed this a member of our registry team will either approve or decline your photo. If it has been **declined** you will be notified by email and will need to upload a different photo by going through this process again.