Read this infographic to learn how to use the UC San Diego Photo Tool and receive your official student ID card!

1. Visit Photo Tool Webpage
   www.student.ucsd.edu/go/photo

2. Review Photo Criteria
   - Submit a photo with a white background
   - Use Chrome, Internet Explorer, Mozilla, or Safari browsers when uploading your photo
   - You can find the full list of photo requirements on the website listed above

3. Access Photo Tool
   - After accessing the Photo Tool, please only complete the "Email Address" field on the personal information page.
   - Once the email address is updated, a link to submit your photo will appear.
   - Clicking the link will take you to the Photo Tool upload page.

4. Upload Photo
   - NO HATS
   - NO SUNGLASSES
   - CLEAR, BRIGHT LIGHTING
   - SMILE BIG
   - The Campus Cards Office will review the photo which does not meet all requirements

5. Check Email for Response
   - If photo is approved, no further action is necessary
   - If photo is denied, you will need to submit a new photo
   - Please remember to check both your UC San Diego and personal emails for a response.

6. Receive your ID Card
   - More information on how to obtain your ID card will be sent later in the summer.

7. Win a Prize?
   - ONE student will win a Nintendo Switch!
   - All you have to do is submit a photo which is approved by our office!