



PHOTO-TAKING GUIDELINES FOR **UP RFID**

Step 1 Using your digital or cellphone camera, take a photo of yourself. Observe the following:



Taken in full-face view directly facing the camera, with a neutral facial expression and both eyes open.



Preferably, wear collared shirt (except blue)



If you normally wear a hearing device or similar articles, they may be worn in your photo.



Do not wear head covering that obscures the hair or hairline, unless worn daily for a religious purpose.



Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.



Photo must have no shadows.



Eyeglasses are not allowed, except in rare circumstances when eyeglasses cannot be removed for medical reasons (e.g., recent ocular surgery and the eyeglasses are necessary to protect the applicant's eyes).

The frames of the eyeglasses must not cover the eyes. There must not be glare on eyeglasses that obscures the eyes.



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Step 2 To resize the height and width, edit background, and modify pixel density of your ID picture, create a free account in Online Photoshop (bit.ly/PhotoshopRFID).

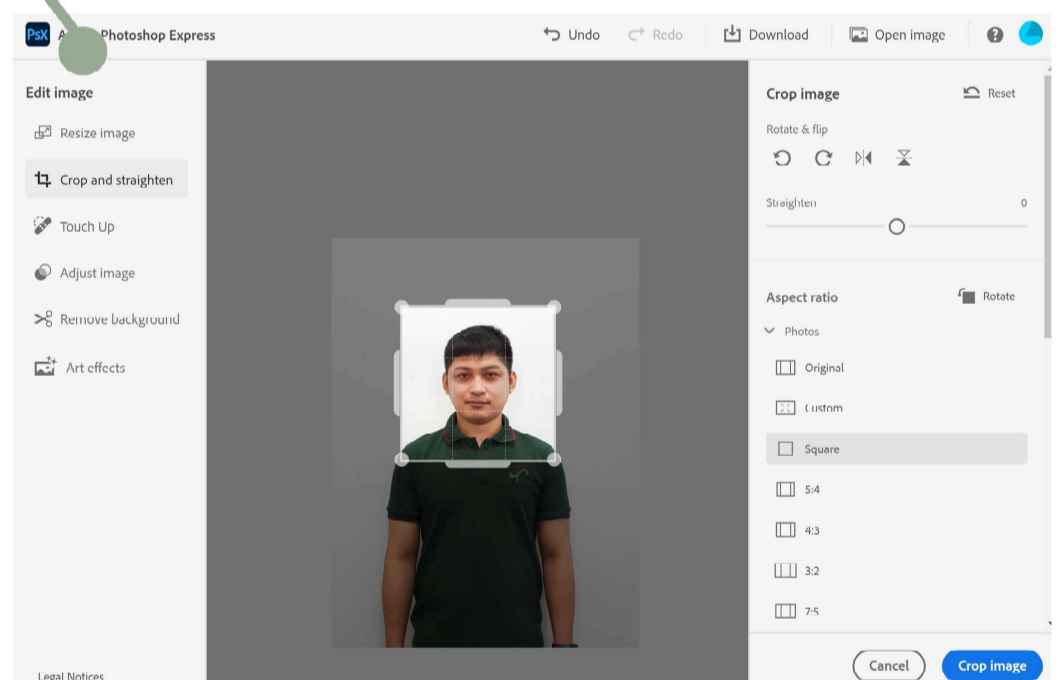
a Upload your ID photo

Select an image to edit

Drag and drop a file here, or select a file from your device.

Upload file

b Click “Crop and straighten” from the list in the left portion of your screen. In Aspect ratio, select Photos, and then Square. Adjust the crop area so that the face and collar area will only be included. Click Crop Image.



c Go to “Resize Image” seen in the left portion of your screen, and input 300 px on both “Width” or “Height” box. Click Resize Image.

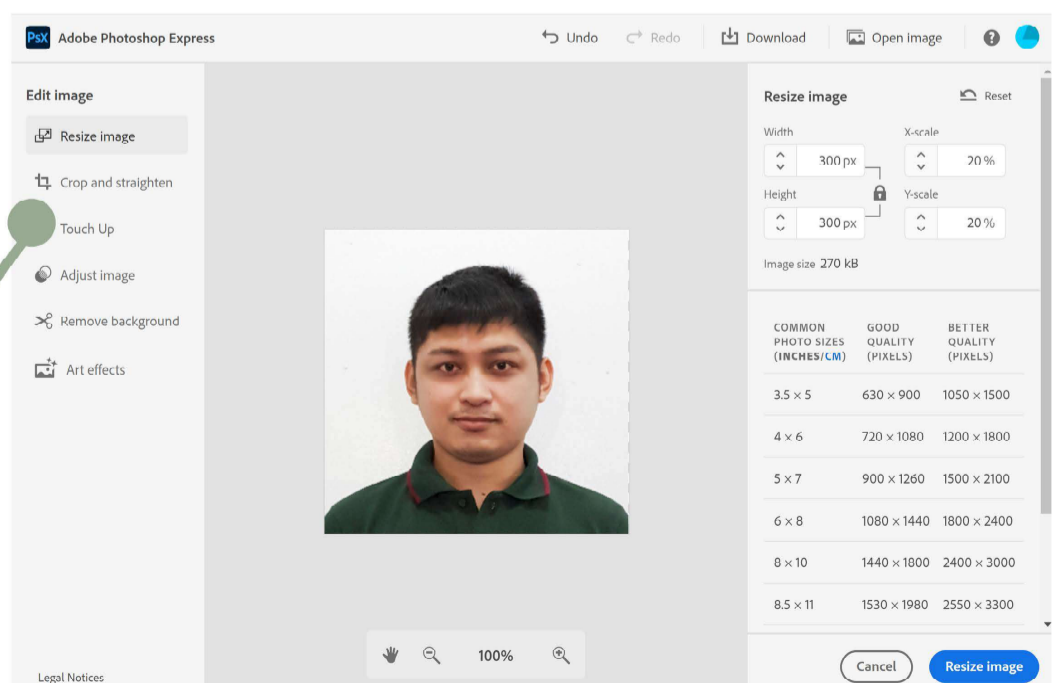
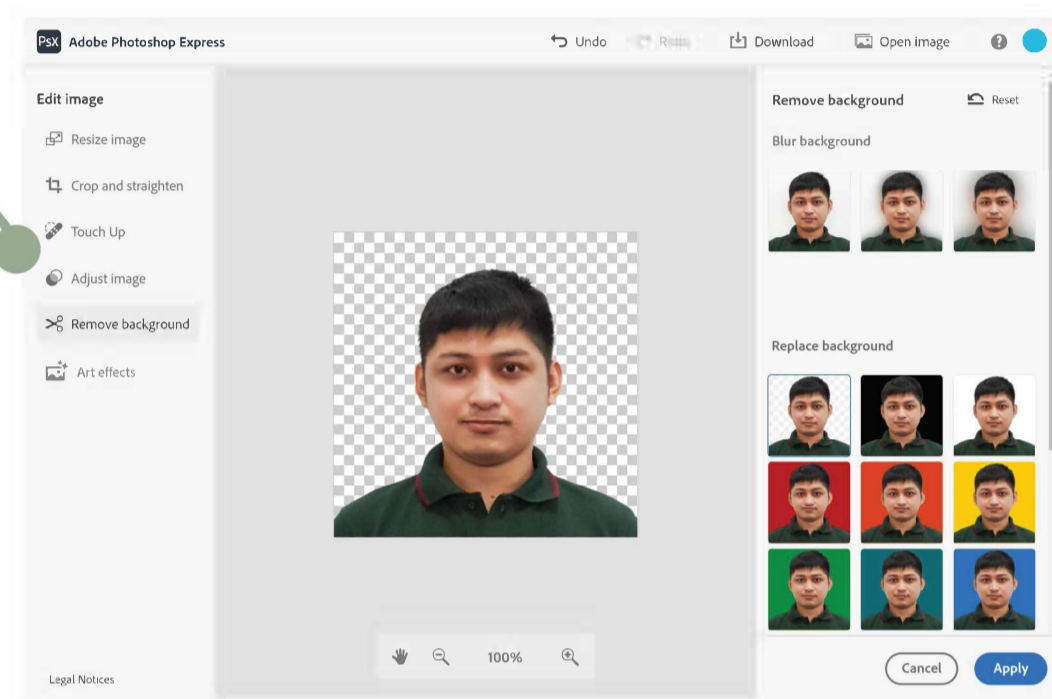




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d Click the “Remove background” from the list on the left portion of your screen.



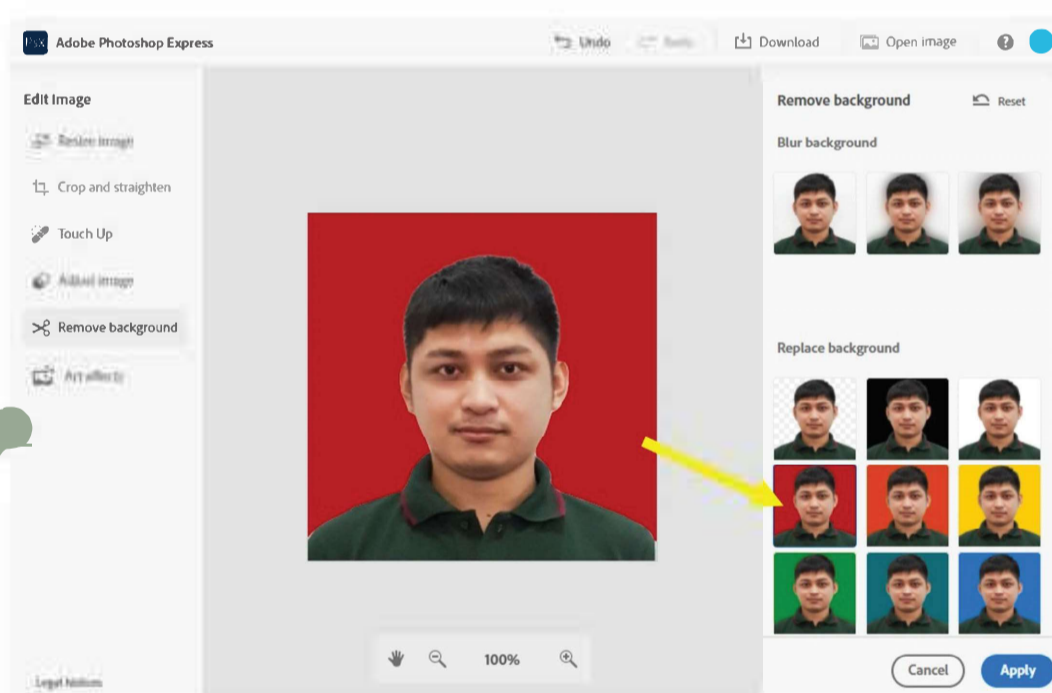
e On the right side of your screen, a panel for “Replace background” will appear. Choose the picture with plain color background (see image on the side as reference). Click “Apply”.

IMPORTANT!

Red Background - Undergraduate

Orange Background - Graduate

Blue Background - Faculty/Staff



f Click “Download” found in the upper right portion of the screen. Type-in file name (Employee No.) and choose JPG as file format. Maximize the photo quality to 100%, and then click the “Download” button. The photo will be saved in the Download Folder of your device.

