User Guide: Upload your Photo ID

LaSalle College Montréal

The World is Your Classroom
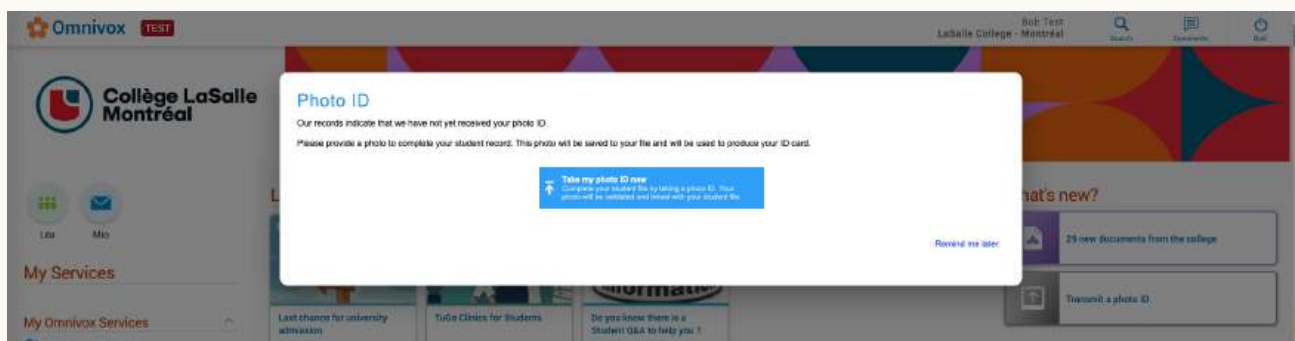
Procedure to Follow

Step 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.
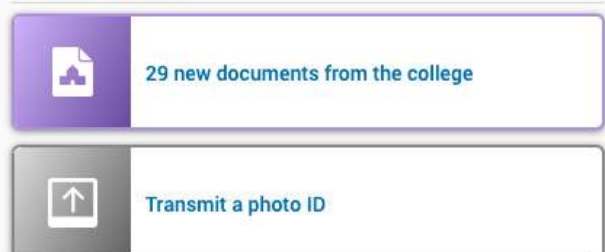
Step 2:

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.

Step 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.

Step 4:

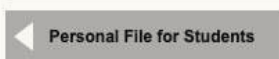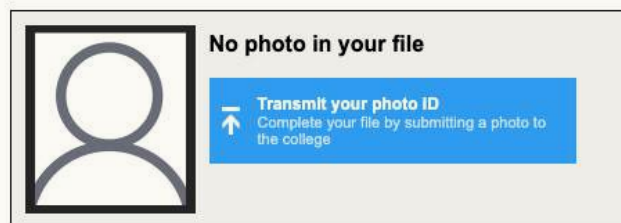Press the blue button to continue with the upload of your picture.

Step 5:

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

Step 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

Step 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.
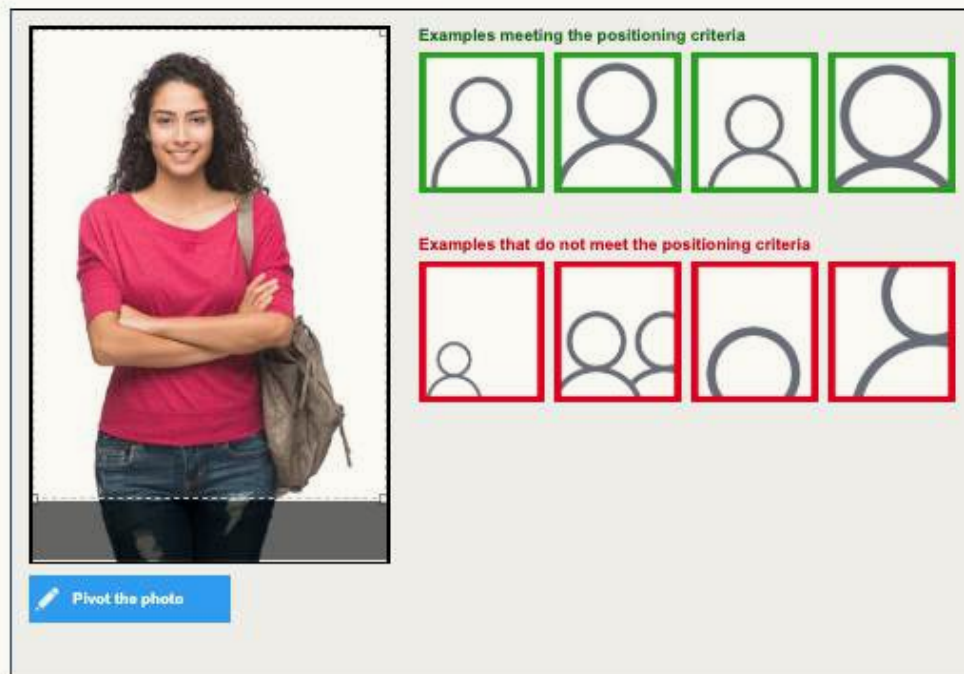

Personal File for Students
Photo ID

3 Frame the photo using the template
The template below allows you to resize the photo according to the norms in place for the college's student ID card photo.

Position the frame in order to meet the specified selection criteria
To move the frame, press on the frame and slide it to position it correctly. If the frame is not the right size, you can also use the black anchors in order to modify the size.

Examples meeting the positioning criteria

Examples that do not meet the positioning criteria

Pivot the photo

Back   Continue   Cancel

Step 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.**

Step 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.

Step 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.

Step 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.
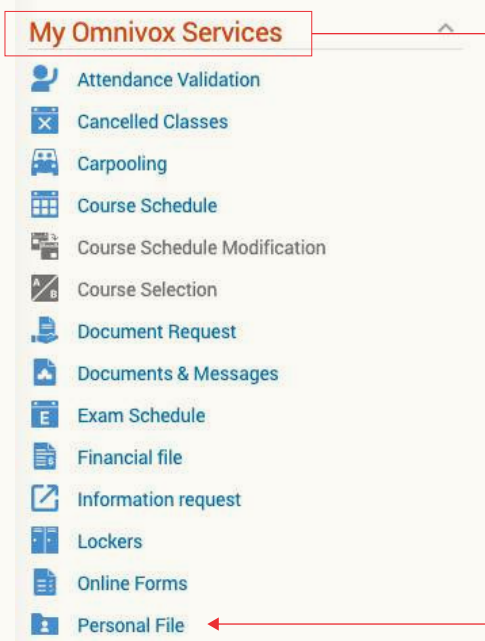
Personal File for Students

Photo ID

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? ⤋

What should I do in the case that my ID card is lost or stolen? ⤋

Photo in process of being validated
Thank you for transmitting your photo to the college.

In order to ensure the quality of the photos received the college must proceed with an evaluation. It is therefore possible, if your photo does not meet the criteria, that you will be required to submit a new photo.

If you think that the photo does not meet the selection criteria, you can transmit a new photo.

Selection criteria for the photo: ⤋

Not that your identity will be verified when you pick up your student ID card.

Transmit another photo
Your photo has not been validated. If you wish, you may submit a new photo.

Personal File for Students

Step 12:

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

Step 13:

Once it is ready, you will receive a confirmation message by MIO. You will be able to pick up your student card at the "Student Card" kiosk during Back-to-School week or at the Documentation Centre.