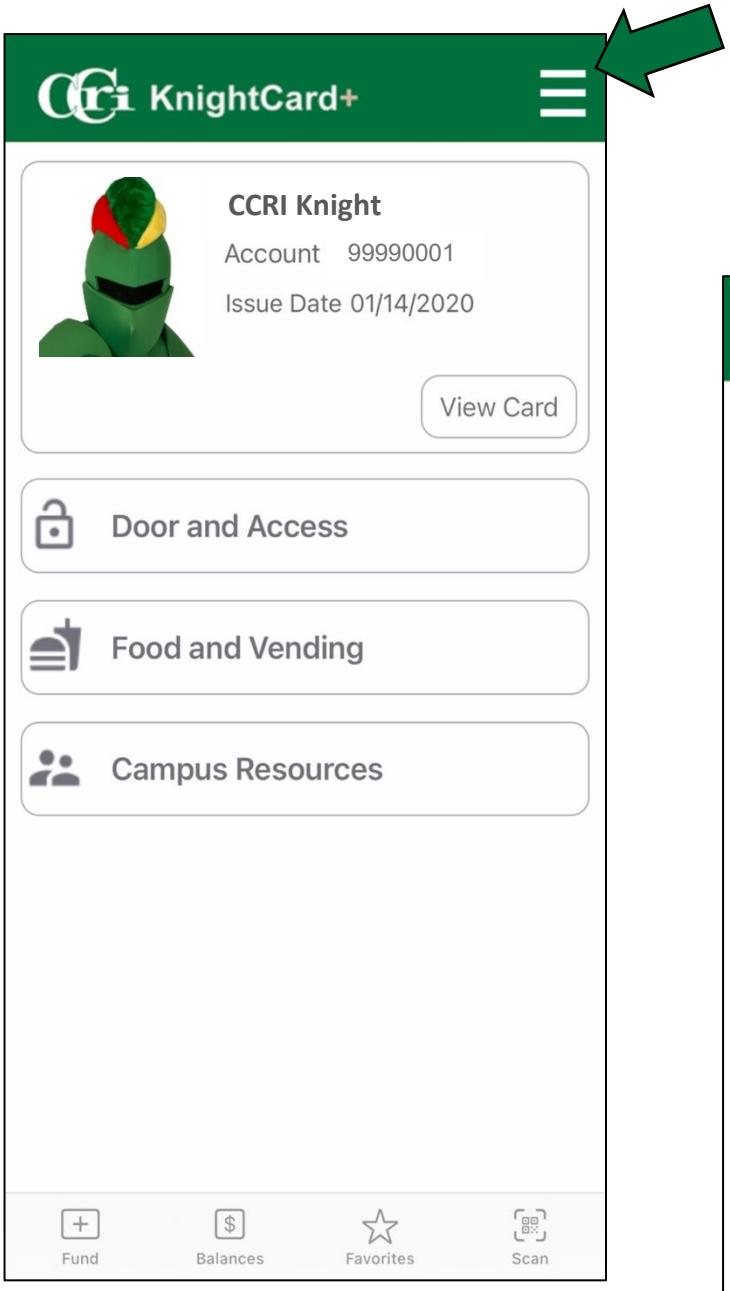
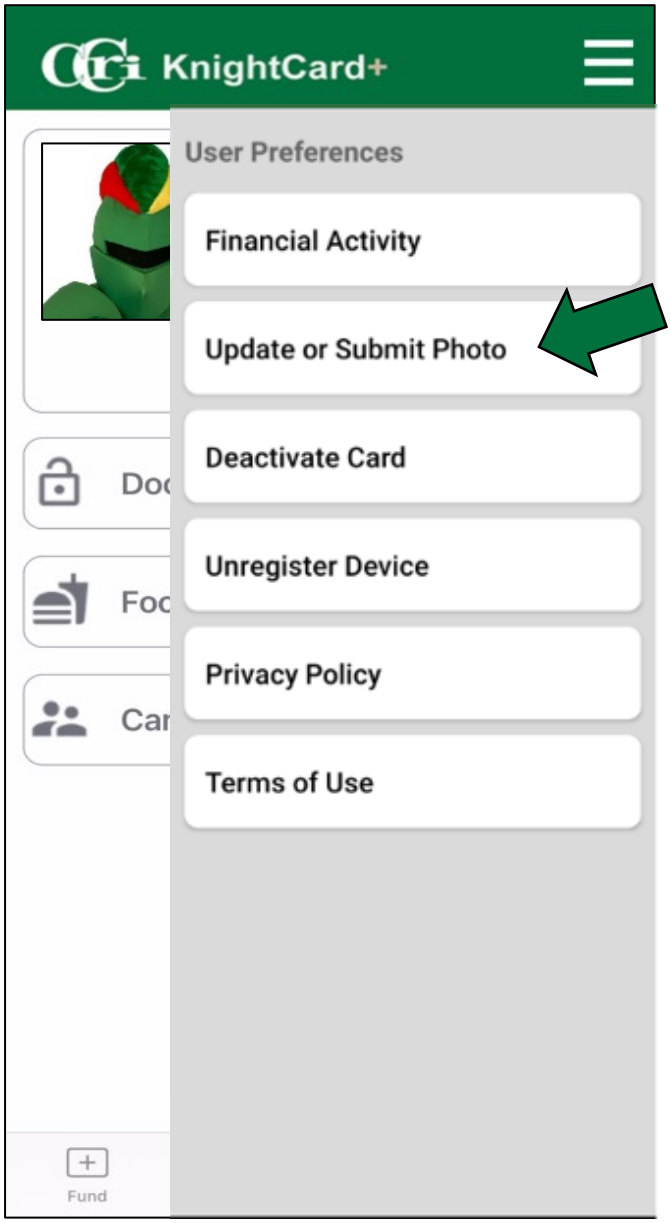
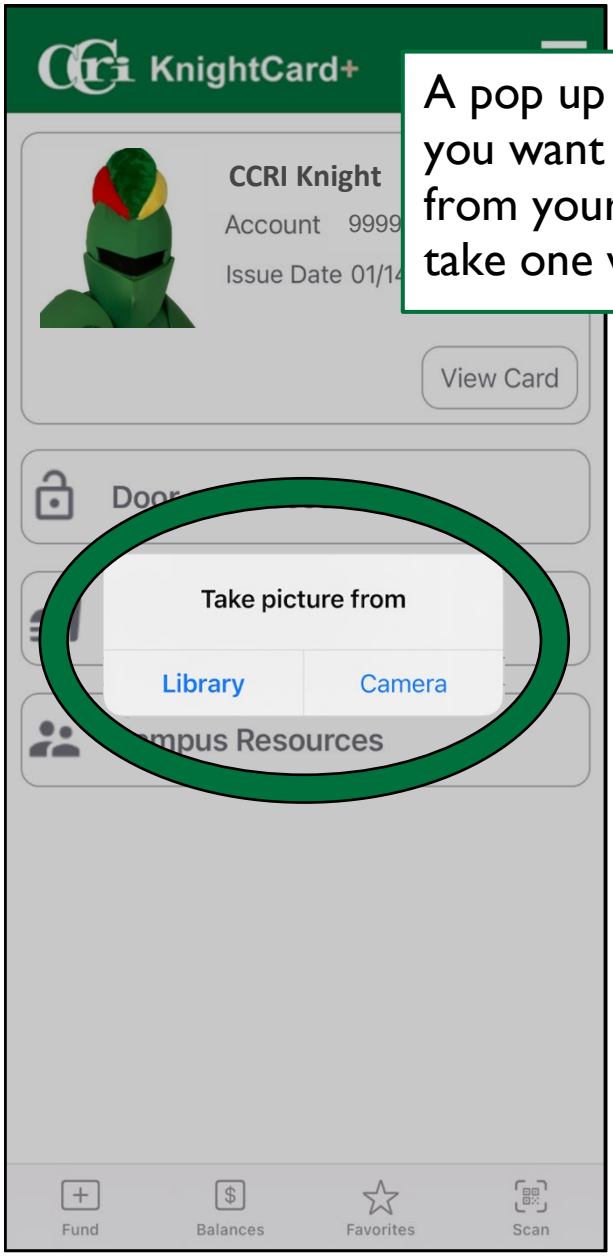


Click on the menu icon to expand menu options.

Select "Update or Submit Photo"





A pop up will appear asking if you want to upload the picture from your photo library or take one with your camera.

Whichever you choose, they must follow these requirements:

Picture Requirements.

Photos must be in color; black and white not accepted. No filters, effects, or frames may be used.

Make sure the photo presents your full head from the top of the hair to the bottom of the chin.

Center your head with the frame.

You should have a neutral expression and be facing the camera.

Photo should be a "passport-style" photo that meets the following criteria:

- Full face and frontal view, no hands showing
- You alone, with no sunglasses, hats or masks in the photo
- Neutral background (white preferred)
- Maximum file size 1MB
- Be sure it is not pixelated

OK

You can adjust your photo to fit in the frame and then click "Submit"

You will receive an email from knightcard@ccri.edu on whether your photo was accepted or rejected, along with further instructions.