

# How to Upload Your Photo from a Desktop Computer

1. Go to <https://csgoldwm.app.vumc.org/> and log in with your VUMC ID and ePassword.



2. Once logged in, click on the **Submit ID Photo** link (in the left column)



Account	Balance	
<a href="#">Employee Commodore Cash</a>	\$0.00	<a href="#">Preferences</a>
<a href="#">Payroll Deduction</a>	\$0.00	<a href="#">Preferences</a>
<a href="#">GET Payroll Dedct (Credit)</a>	\$0.00	<a href="#">Preferences</a>

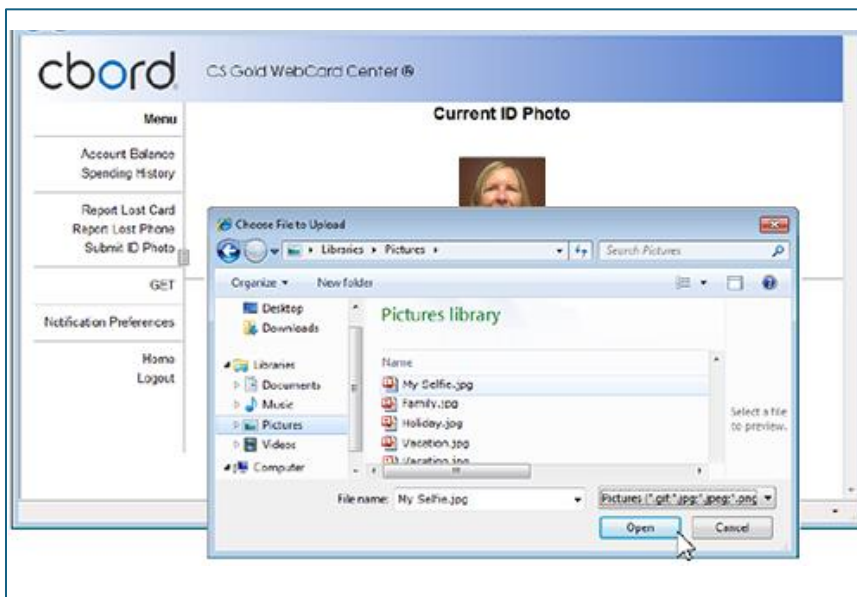
  

Meal Plan	Meals Remaining
<a href="#">Staff/Faculty Meal</a>	0

3. You will see your current ID photo if you're a current employee. If you are a new employee, you will see a blank square for the Current ID Photo. Below that is a place where you can upload a new photo. Click on the **Upload Photo** button.



4. Select the photo you'd like to use from your desktop computer. The image can be a .jpg, .jpeg, .png, or .gif file. Then click on the **Open** button.



#### Photo dos:

- Only one person in the photo - you!
- Face forward, looking directly into the camera (no side profile)
- Stand in front of a solid medium or dark background
- Look happy!

#### Photo do nots:

- No red eye
- Nothing touching your face, such as hands, props or other distractions
- No gestures or inappropriate facial expressions
- No hats or sunglasses
- No jewelry or garments that obstruct the view of your face

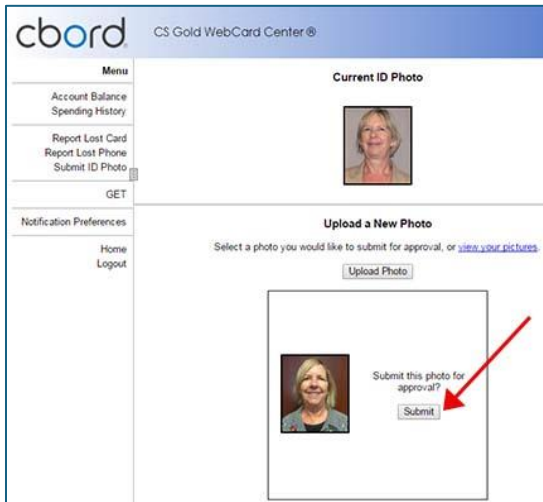
5. You will see your new photo in the Crop & Confirm window. Don't click on the Submit button yet - you first need to crop your photo. See step 6 for directions.



6. Using your computer mouse, drag an outline for the area to crop. If you don't like your first cropping area, you can draw another. Use the example below as a guideline. You want your face to be the focal point of the cropped area. Then click on the **Submit** button.



7. Next you will see a screen asking if you would like to submit this photo for approval. Click the **Submit** button.



8. You will receive a confirmation email at your Vanderbilt email address to let you know if your photo was accepted.
- If your photo was accepted, you have no further action to take. Your photo will be added to your ID card.
  - If your photo was not accepted, you will need to submit a new photo. VUMC has specific requirements for the ID badge photo:
    - Must have only you in the photo
    - You must be facing the camera
    - Solid colored wall background (any color)
    - No mask, hat, sunglasses, or large jewelry obstructing view of your face
    - No side angles of your face or photo angled diagonally
    - No pictures in your car
    - No pictures of other pictures