## How to Upload Your Photo from a Desktop Computer

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

bord	CS Gold WebCard Center®		
lenu ogin	Login		
	Username:	your-vunetid	
	Password:		
			Submit

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

cbord	CS Gold WebCard Center®			
Menu	Welcome to CS Gold \	VebCard Center		
Account Balance Spending History	As of February 05, 2016 at 02:05	PM, Your SV&C plan balances	are as follows:	
and the second s	Account	Balance		
Report Lost Card	Employee Commodore Cash	\$0.00	Preferences	
Report Lost Phone	Payroll Deduction	\$0.00	Preferences	
Submit ID Photo	GET Payroll Dedct (Credit)	\$0.00	Preferences	
GET	As of February 05, 2016 at 02:05	PM, Your Meal plan balances :	are as follows:	
Notification Preferences	Meal Plan	Meals Rem	Meals Remaining	
round about ritelefences	Staff/Faculty Meal	0		
Home	Please select f	rom the menu to your left.		

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.

cbord a	Gold WebCard Center ®
Menu	Current ID Photo
Account Balance Spending History	
Report Lost Card Report Lost Phone Submit ID Photo	Ser.
GET	
Notification Preferences	Upload a New Photo
Home Logout	Select a photo you would like to submit for approval, or <u>view your pictures</u> Upload Photo

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.

Menu Accourt Balenco Spending History Report Lost Card Report Lost Pitone Submit ID Photo	Current II	D Photo
Spending History Report Lost Card Report Lost Phone Submit ID Photo		
Report Lost Pitone Submit ID Photo		
		and the second
GET	Crganize - New folder	<ul> <li>         I search Pictures      </li> <li>         III + □     </li> </ul>
Nictification Preferences Homa Logout	Desktop Downloads Downloads Downloads Downloads Downloads Marie Marie My Selfic.jpg My Selfic.jpg	Select a file     to preview.     Pactures ("get"apg"apg"apg"apg")

## 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 rquirements for the ID badge photo:
    - o 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
    - o No pictures of other pictures