

Submitting a Photograph for an MIC Student ID Card.

This year, we are asking all incoming first year students to upload a headshot photograph to a link on MIC's website for the purposes of preparing your Student ID Card. Please follow the instructions below.

Once you have submitted the required photograph and successfully completed Online Module Registration for Semester 1, your Student ID Card will be printed and posted to your home address.

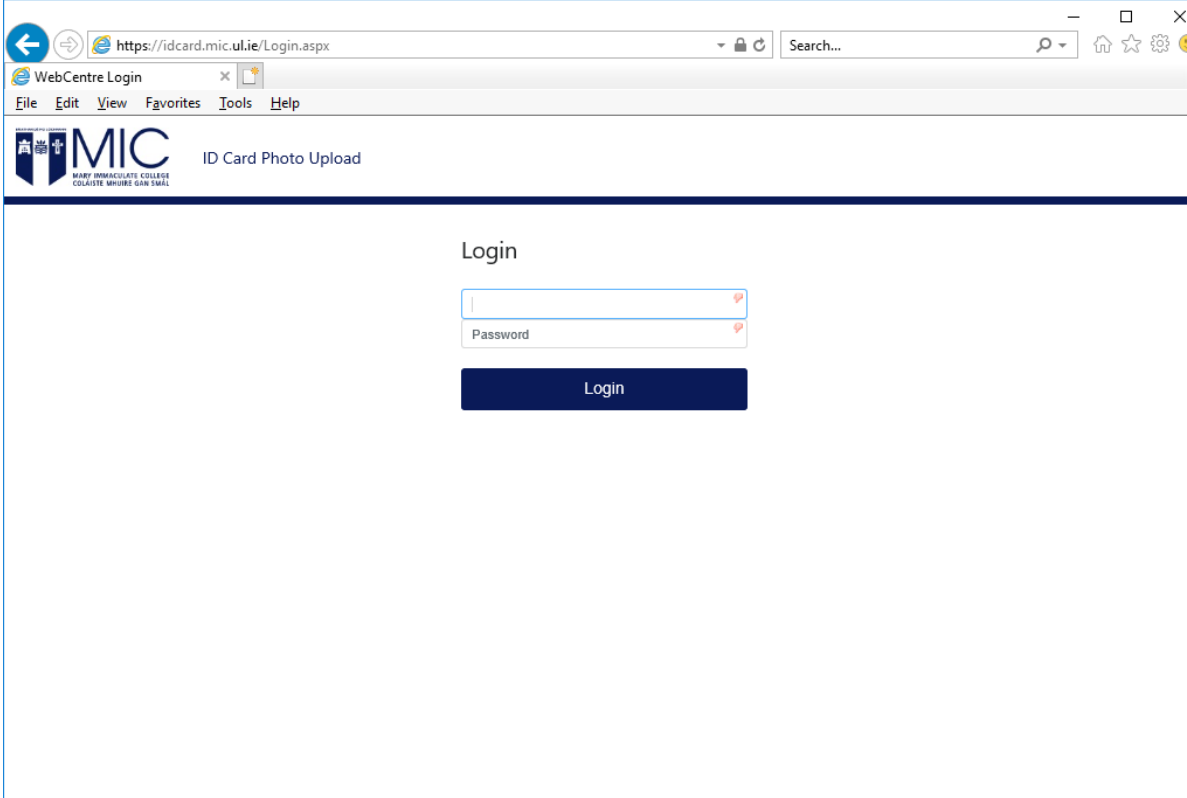
If you experience any difficulty submitting the required photograph, please contact us at saa@mic.ul.ie.

1. Go to
<https://idcard.mic.ul.ie/Login.aspx>

Username is: MIC Student ID
Number

Password is: Domain Password

(Domain Password: Password
used to access MIC Student Email,
Moodle etc)



The screenshot shows a web browser window with the address bar displaying <https://idcard.mic.ul.ie/Login.aspx>. The page title is "WebCentre Login" and the main heading is "ID Card Photo Upload". The MIC logo is visible in the top left corner. The page contains a "Login" section with two input fields: one for the username (labeled "MIC Student ID Number") and one for the password (labeled "Domain Password"). A dark blue "Login" button is positioned below the password field.

2. Read the instructions on the left hand side carefully.

Click the Photo Box to upload a photo.

The screenshot shows a web browser window with the URL <https://idcard.mic.ul.ie/User/Image.aspx>. The page title is "Photo Upload" and the browser's address bar shows "Photo Upload". The page content includes the MIC logo and the text "ID Card Photo Upload" in the top left, and "Photo Upload Logoff" in the top right. The main heading is "Click Photo Box To Add or Change".


Suitable photo for upload:

- colour
- clear with good contrast, in focus
- a natural expression, smiling is acceptable!
- recent, ideally less than one month
- head and shoulders only
- facing directly towards the camera
- format of the photo must be jpg only.
- maximum recommended size of photo 50 Kbytes

Unsuitable photo for upload:

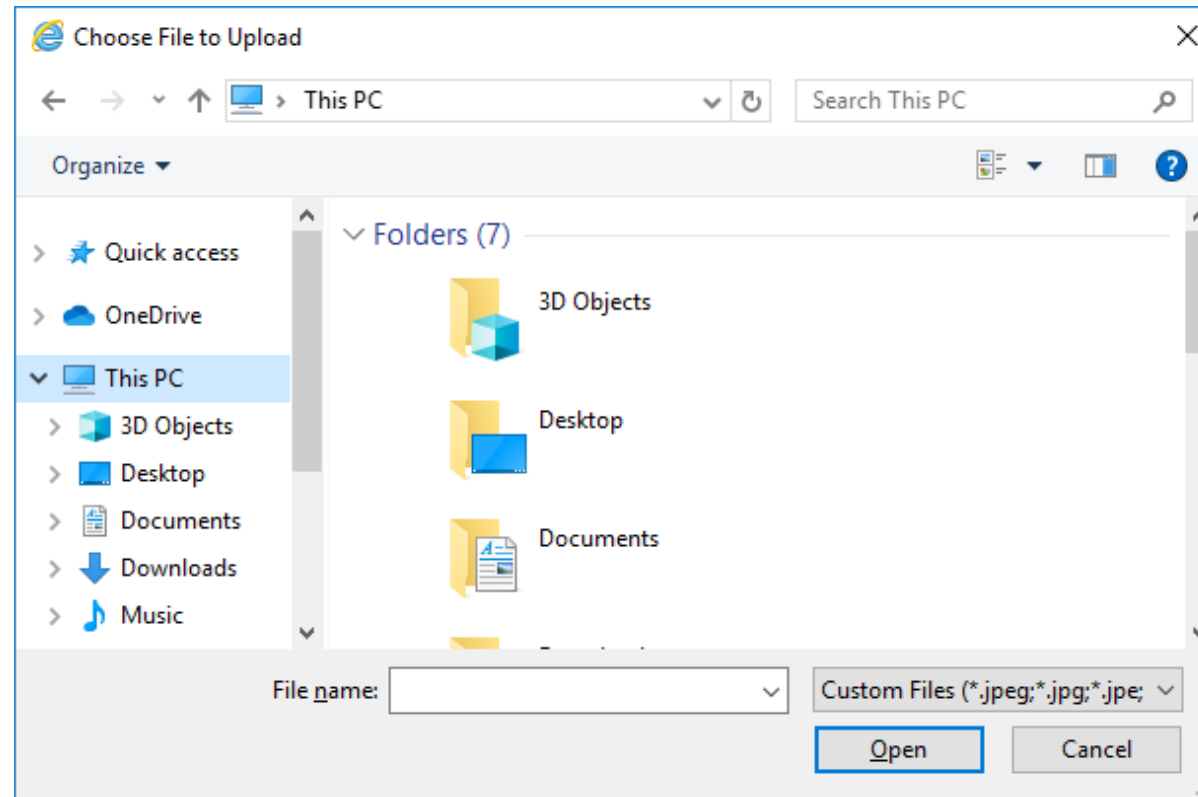
- hats, headgear or sunglasses
- face not fully visible or obscured by hair or other items
- non-plain background
- time/date stamp
- flash glare and 'red-eye'
- you will be liable to incur a charge if an inappropriate photograph is uploaded and a replacement card is considered necessary.

Instructions

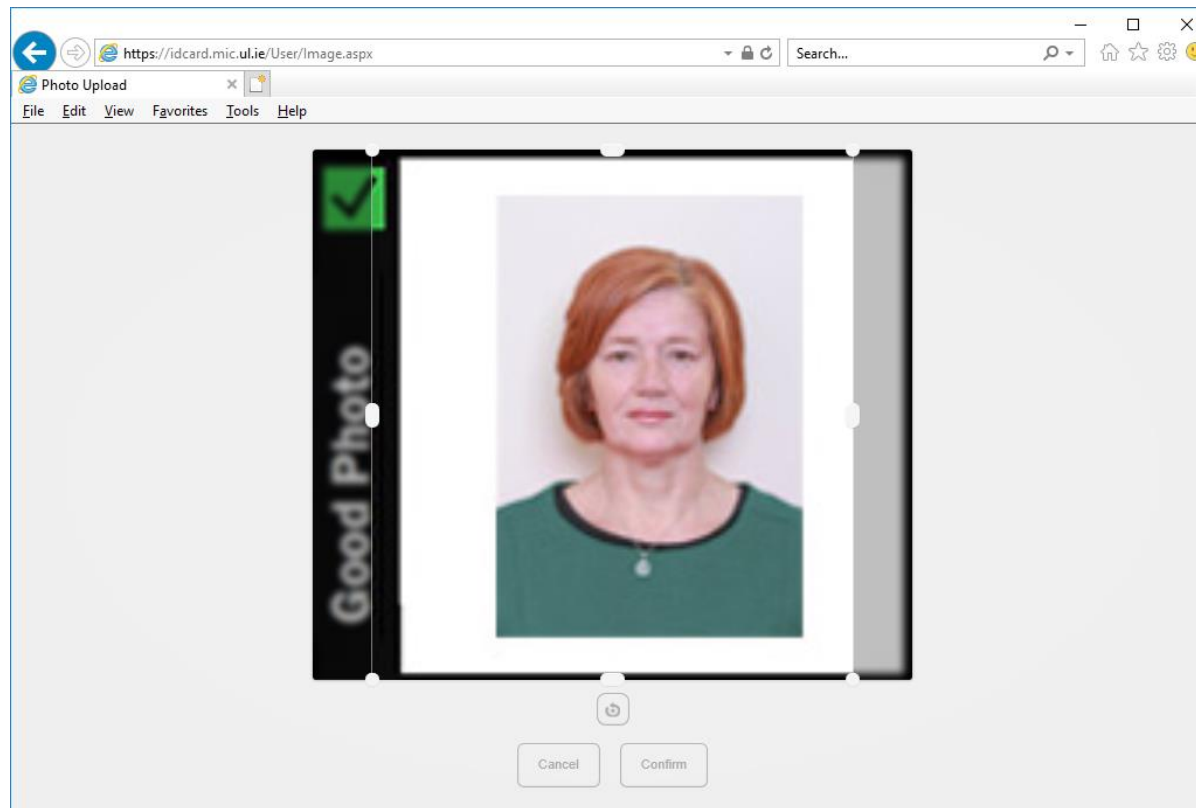
- Edit Photo 

The interface also features a large central photo box with a circular icon at the bottom center, a thumbnail of a suitable photo with a green checkmark, a thumbnail of an unsuitable photo with a red X, and a preview of the ID card layout on the right side.

3. Select a photo and click **Open**



4. Adjust the selection to crop the photo and when you are finished, click **Confirm**.



5. The finalised photo will then appear in the photo box on the main page.

The screenshot shows a web browser window with the URL <https://idcard.mic.ul.ie/User/Image.aspx>. The page title is "ID Card Photo Upload" and the MIC logo is visible in the top left. The main content area is titled "Click Photo Box To Add or Change".

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Unsuitable photo for upload:

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Instructions

- Edit Photo
- Upload Photo

The interface features a central photo box containing a woman's photo with "edit" and "upload" icons. To the left, a man's photo is marked with a green checkmark, and a man's photo wearing a cap and sunglasses is marked with a red X. To the right, a preview of the ID card is shown with fields for Name, Gender, Course, Date, and Signature.

6. Click the Upload icon on the Photo Box to upload the photo.

Click Photo Box To Add or Change



7. Photos are validated to ensure they meet the requirements set out in the instructions.

If a validation error is received, click the Photo Box to add or Change the photo and upload the photo again.

Alternatively, edit the photo, crop the photo and upload again if appropriate.

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Unsuitable photo for upload:

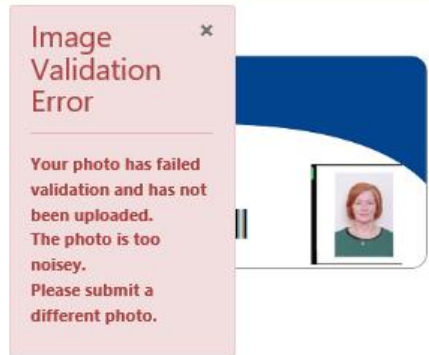
- hats, headgear or sunglasses
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- non-plain background
- time/date stamp
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Instructions

- Edit Photo 
- Upload Photo 

Click Photo Box To Add or Change



8. When the photo has uploaded successfully, a confirmation message will appear on screen.

Click on the X to close this confirmation message

9. To leave the application, click **Logoff** in the top right hand corner.

If you have any difficulties in relation to this process, please contact saa@mic.ul.ie.