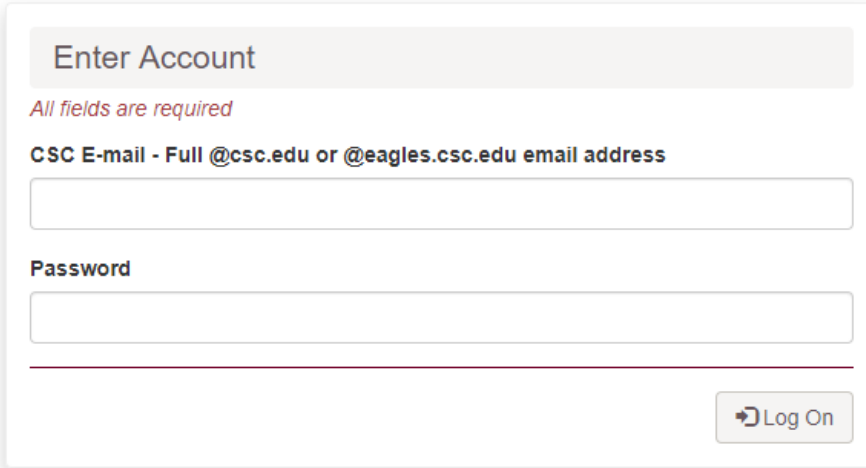


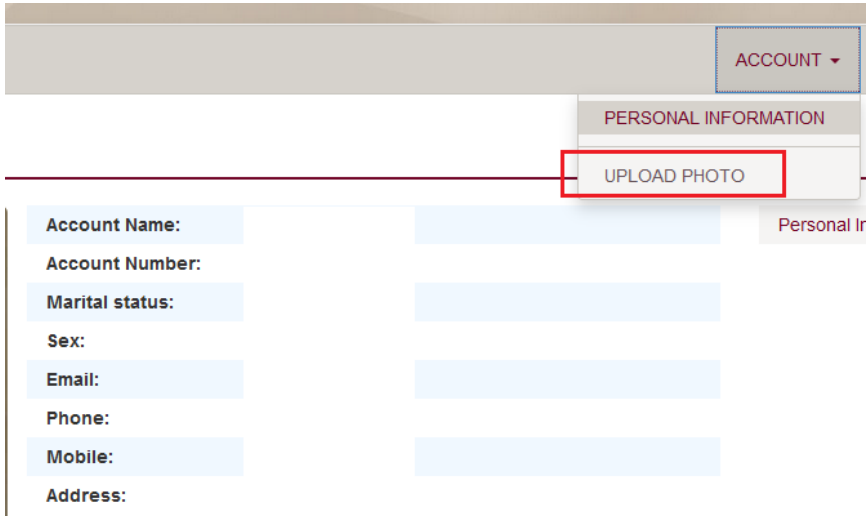
EagleCard ID Photo Submission Instructions

1. Open a browser and navigate to the [touchnet OneCard Log On screen](#).
2. Input your CSC email address and password and select **Log On**. (Students use the **@eagles.csc.edu** domain.) Be mindful not to include extra spaces either before or after your email address. For assistance, contact the CSC IT Help Desk at (308) 432-6311 or helpdesk@csc.edu.



The screenshot shows a login form titled "Enter Account". Below the title, it says "All fields are required". There are two input fields: "CSC E-mail - Full @csc.edu or @eagles.csc.edu email address" and "Password". A "Log On" button with a right-pointing arrow is located at the bottom right of the form.

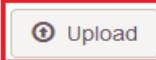
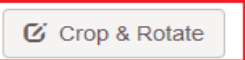

3. From the top-right corner of the screen, select the down-arrow beside **ACCOUNT** and then select **UPLOAD PHOTO**. **Note:** If you are accessing this on your cell phone, you may need to click on the Menu box to see **ACCOUNT**.



The screenshot shows a user profile page. At the top right, there is a dropdown menu labeled "ACCOUNT" with a downward arrow. Below it, a "PERSONAL INFORMATION" tab is active. A red box highlights the "UPLOAD PHOTO" button. Below the menu, there is a form with the following fields: "Account Name:", "Account Number:", "Marital status:", "Sex:", "Email:", "Phone:", "Mobile:", and "Address:". The "Personal Information" label is partially visible on the right side of the form.

-
4. Follow the onscreen instructions. If you receive an error message about dimensions, crop your photo to include only your head and shoulders. **Note:** For better results, we recommend cropping your photo to a rectangle shape, using the photo editor on your cell phone.

- Photograph must have a light grey or white background color.
- Photograph should be taken from your head and shoulders only. (portrait shot).
- Your face must be clearly visible and facing forward – no profile shots, sunglasses, etc.
- Nothing can be touching your face such as hands, props or other distractions.
- You must be the only person in the picture.
- The system is configured to use aspect ratio 51 : 59.
- The minimum size of the photo should be: Width: 153 px. Height: 177 px.
- If the photo is larger than: Width 459 px. Height: 531 px., it will be resized to these dimensions.

-
5. When your photo is ready, select **Submit**. Upon a successful submission, you will receive the message **The account photo was successfully submitted!**
-

➤ Upload Photo

The account photo was successfully submitted!

Current Account Picture

-
6. Select **LOG OFF**.

After your photo is submitted, it will be reviewed. You will receive an email message indicating that it has either been accepted or that the photo does not meet the requirements and next steps.