

RANGER CARD E-PHOTO SUBMISSION FAQ

Upload your own picture to use as your Ranger Card Photo ID by following the guidelines below!

- **Format:** File submitted should be less than 1MB in size, in jpg. format, and minimum 400 pixels.
- **Current:** Use a current color photo of yourself with either a solid blue or solid white background. Scenery is not acceptable.
- **Centered:** Photo should be taken centered with a full-face view directly facing the camera. The image should be from the base of the neck/top of the shoulders to the top of the head. (Do not crop off the top of your head).
- **Obstructions:** Do not wear obscure jewelry, hats, headphones, wireless hands-free devices or similar items.
- **Head Coverings:** Head coverings worn for religious purpose or medical* reasons are acceptable however they should not cast any shadows over your face, obscure a full front view of the face, nor display any graphic design other than the overall pattern of the fabric or material.
- **Facemask or Veil:** A person wearing a traditional facemask or veil that does not permit adequate identification is not acceptable.
- **Glasses and Hearing Devices:** If you normally wear prescription glasses, hearing device or similar articles, they may be worn as long as it does not obscure the face and/or prevent an accurate picture being taken. Try to avoid glare if wearing prescription glasses. Dark glasses, sunglasses, or non-prescription glasses with tinted lenses of any kind are not acceptable unless needed for medical* reasons.
- **Inappropriate Photos:** Senior high school photos, glamour shots and similar photos are not acceptable. Submitting obscene or otherwise inappropriate photos may subject the sender to disciplinary actions.

*Note: medical documentation may be required.

The University reserves the right to make final determinations regarding acceptance of any Ranger Card E-Photo submission. Special accommodations will be made to obtain an accurate picture.

How Do I Upload My Own Photo?

- ✓ Go to <https://www.uwp.edu/live/services/rangercard/>
- ✓ Select Quick Link "Upload a Photo (through the Online Card Office)" and login to the Online Card Office
- ✓ Select "Profile" and follow the instructions to submit a new photo