

- Go to <https://emu.uoregon.edu/card>
- Click “Selfie Submission Form”

## Need an ID card?

We make it easy, just upload the selfie you want for your UO ID card in advance, and once approved, we will have it ready for you to pick up in the Card Office. Selfies submitted over the weekend will be ready Tuesday morning; selfies submitted after hours will be ready after 1:00 p.m. the next day. If you would prefer not to submit your own selfie, come to the Card Office and we will take one for you.

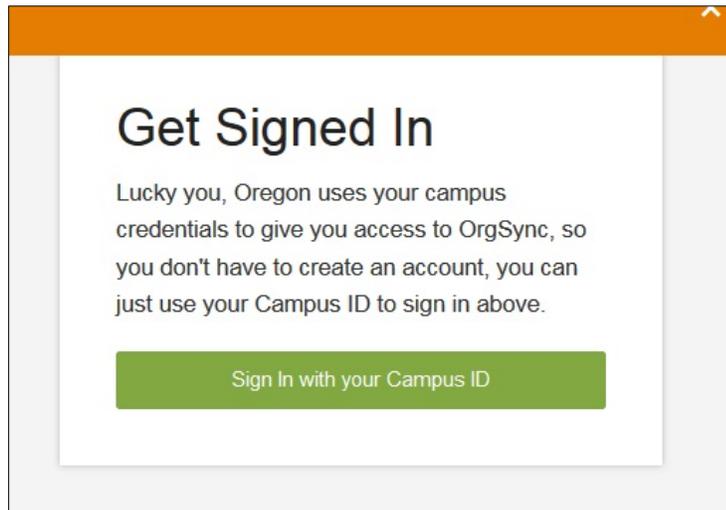
Selfie Submission Form

Email Us

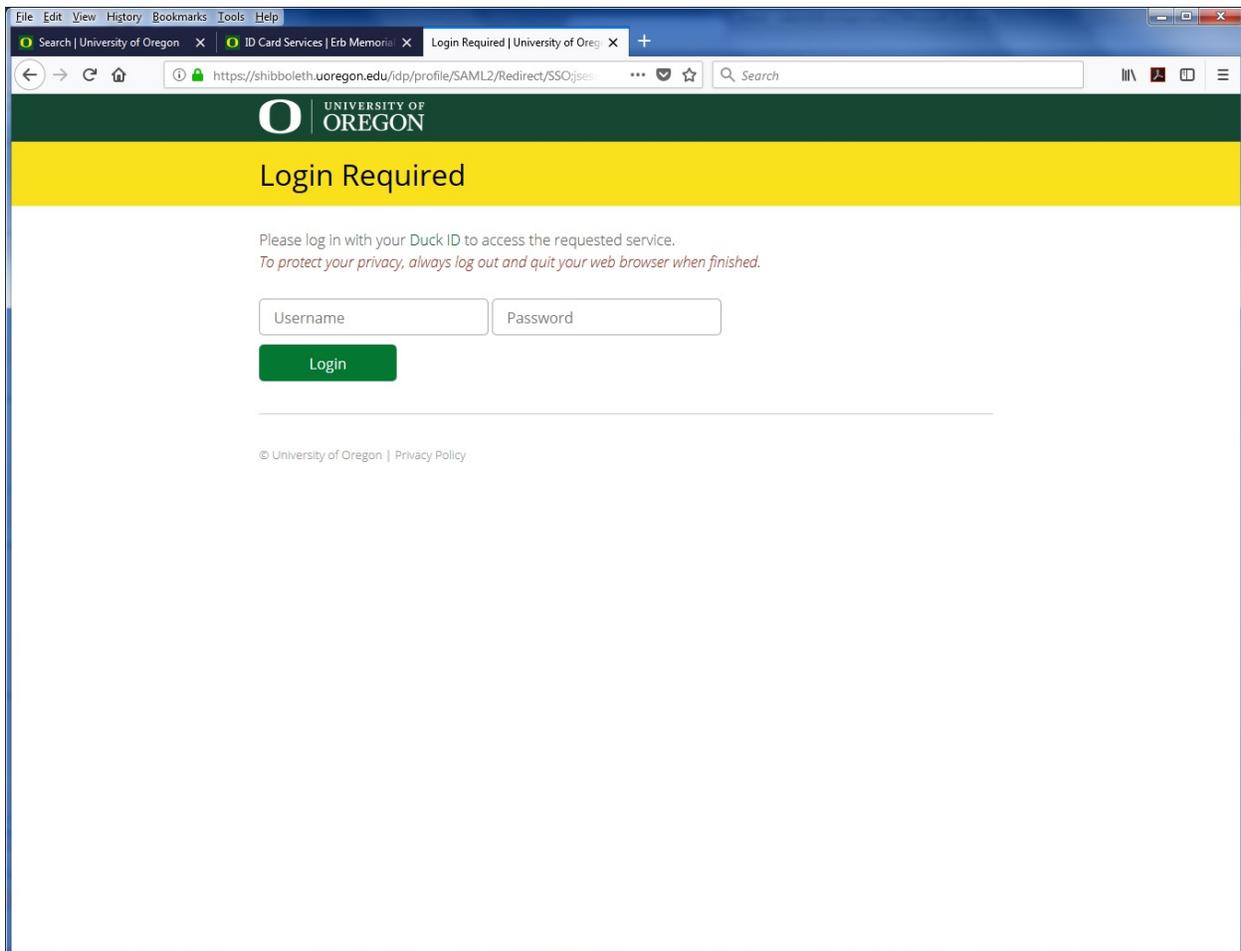
- You will be directed to orgsync.com

The screenshot shows a web browser window with the URL [https://orgsync.com/login/university-of-oregon?redirect\\_to=%2F11](https://orgsync.com/login/university-of-oregon?redirect_to=%2F11). The page features a green header with the Oregon logo and navigation buttons for "Sign in with Campus ID" and "OrgSync Account". An orange notification bar states "You must sign in to perform this action." The main content area is titled "Welcome to OrgSync!" and includes a brief description of the platform's purpose. Below this, there are three sections: "Find Organizations" (with a group icon), "Stay Connected" (with a speech bubble icon), and "Keep Track of Involvement" (with a bar chart icon). A "Get Signed In" sidebar box on the right contains a "Sign In with your Campus ID" button.

- You need to create an account
- Click “Sign in with your Campus ID”



- You will be taken to the shibboleth.uoregon.edu log-in page



- Log in

**OREGON** Search for anything...

Please complete the necessary fields below then click next/finish.

# Welcome to OrgSync!

- You will be taken to the “Welcome to OrgSync!” page

## Welcome to OrgSync!

OrgSync helps you connect with your organizations, events, involvement opportunities, and more. Get started now by filling out your account profile.

### University of Oregon's Profile

Your University of Oregon profile information is required by your community. Only University of Oregon administrators have access to this information.

**Instructions**

Please take a moment to tell us a little bit about yourself. This information helps us understand our student population and provide better services and resources. Information provided is confidential.


UO ID Number

**Profile Settings**

- ✓ OrgSync
- > University of Oregon

- HEADS UP:** Creating a University of Oregon profile is OPTIONAL.
- We recommend skipping to the bottom of the page to accept terms and conditions.
- Make sure to check “Terms and Conditions” at the very bottom of the page

Terms and Conditions **REQUIRED**

By clicking "I Agree" I understand that I am accountable to the University of Oregon's Student Code of Conduct and the Acceptable Use Policy while utilizing OrgSync.

UO Student Conduct Code: <http://uodos.uoregon.edu/Link...>

Acceptable Use Policy: <http://it.uoregon.edu/accepta...>

I Agree

- Click "Finish"
- Congratulations! - Your profile is now active
- You will be taken to the "UO Card Office ID Photo Submissions 2017-18 page"



Student Life  
**UO Card Office**

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### UO Card Office ID Photo Submission 2017-18

Submitting your selfie prior to orientation allows you to avoid waiting in line to have your photo taken and your card produced. When you submit your selfie online, prior to arriving at IntroDUCKtion, the ID Card Services Office will review your photo to ensure it meets the requirements and will have your UO ID card ready for you to pick up when you check in at IntroDUCKtion.

- Follow the instructions on what sort of selfie can be submitted – there are dos and don'ts
- READ CAREFULLY
- Upload Photo

#### How to upload your photo:

- Make sure you have carefully read the instructions above and review the photo example below
- Take your selfie
- Save it as a JPEG
- Name your photo with your student ID number (95\*)
- Submit photo using this form
- After you have reviewed the examples below, click the "**Begin Form**" button

An **APPROVED** photo will look something like this:



- Once your photo has been uploaded, click "Begin Form" at bottom of page



**WHY?** They are filtered, angled, making funny gestures and/or faces, are wearing a hat, in front of a busy background, no space above the head/forehead is cropped off, and/or with someone else partially in the photo.

Begin Form >

- Fill out the necessary information
- For Date of Orientation, please submit September 3, 2019

## UO Card Office ID Photo Submission 2017-18

### Page 1

Please enter your student ID number (95\*) **REQUIRED**

Date of orientation

For incoming students only. Skip this field if you do not have an orientation date. Students attending an IntroDUCkTion session, please use the first date of your session.

- Be sure to check the Portland Campus option

Please check if attending or working at the Portland campus.

Portland Campus

- Upload photo
- Click "Continue"

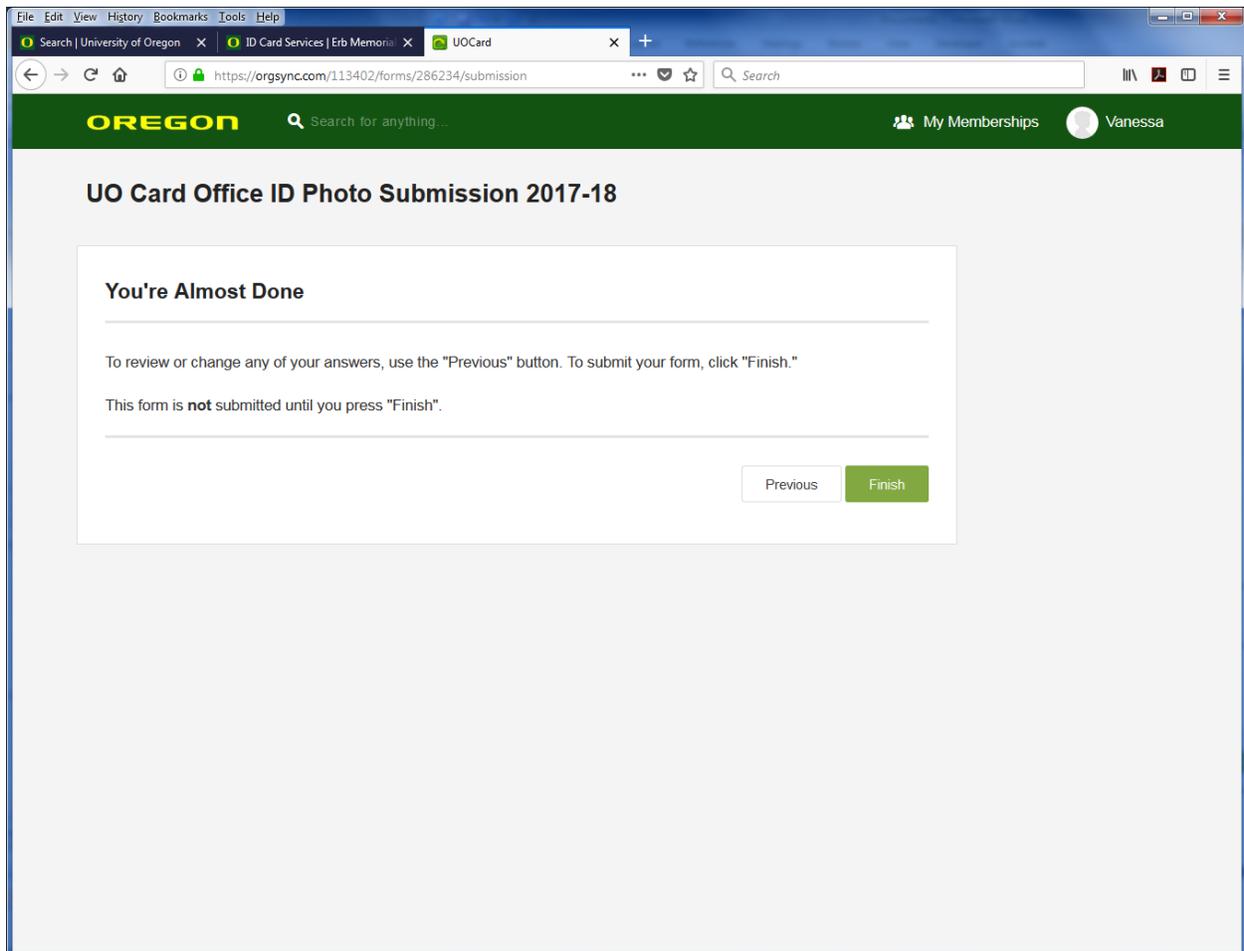
A photo with funny faces (duck lips) or comical gestures.

The maximum size of a file upload is 20MB.



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- You're almost done!



**You're Almost Done**

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To review or change any of your answers, use the "Previous" button. To submit your form, click "Finish."

This form is **not** submitted until you press "Finish".

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- Click "Previous" or "Finish"
- Once you hit "Finish" you will be taken back to your main profile page



Student Life

## UO Card Office

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- You're done!
- You should receive a confirmation email shortly
- The card office will send an email to your UO email address when your photo is either accepted or rejected