- 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
• 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
Welcome to OrgSync!

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

- **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
Click “Finish”

Congratulations! - Your profile is now active

You will be taken to the “UO Card Office ID Photo Submissions 2017-18 page”

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
• 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”
• You’re **almost** done!

• Click “Previous” or “Finish”

• Once you hit “Finish” you will be taken back to your main profile page
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