

Photo for Personal CampusCard

Your CampusCard is a personal, multi-functional ID card confirming your identity as a ZHAW student or member of staff. It allows you to gain electronic access to buildings on campus, acts as a debit card with which to pay for internal services, and enables you to purchase food and beverages at a discount in our cafeterias. You can also use it to operate our multi-functional printers and as a library card.

To enable us to produce a personal CampusCard for you, we need you to upload a **passport photo** which has to meet specific criteria. To upload your photo, please follow the instructions below:

Criteria for Photo:



- The photo must fulfill the requirements of a **passport photo**.
- Supported data formats: **JPG**, **GIF**, or **PNG**.
- Maximum data volume: **100KB**.
- Image format proportions: **3:4** (width x height)
- ⇒ If your photo does not have the correct format, it will be edited accordingly (centered and cut).

Reformatting: If you need to edit your photo, please use a (locally installed) image-editing program you are familiar with, such as IrfanView or Paint.NET. Various websites are available online. Instructions vary depending on the program - but the procedure is usually similar:

1. Choose a photo that you have first stored on your local drive and upload it.
2. Select "resize" or "reduce" to reduce to a max. data volume of 100KB.
3. Save the converted photo on your local drive.

Uploading your Photo:

1. Enter <https://selfadmin.zhaw.ch/> in your Internet browser.
2. Click **Foto-Upload**.
3. Register using the enclosed **ZHAW access data**.
4. Use **Foto setzen** ⇒ **Durchsuchen** ⇒ **Speichern** to upload your photo.
5. If your photo is displayed (takes about 15 minutes), the upload has been successful.

If problems arise using Mac and the Safari browser, try another browser such as Chrome or Firefox.

For more support and details on uploading your photo, go to **Selfadmin** (by going to **Foto-Upload** ⇒ **Anleitungen** (top right ⇒ left column), or contact our Service Desk: servicedesk@zhaw.ch or +41 58 934 66 77.

Important:

Your photo has to be uploaded using the method described above by the following **deadline**:

Bachelor's/Master's students no later than

2017-08-18

If you upload your photo at a later date, we cannot guarantee that your CampusCard will be issued in time for you to start your studies. If you do not upload a suitable photo, we will not be able to issue your CampusCard for you.

Thanking you, we remain

Yours sincerely

Zurich University of Applied Sciences
Shared Service Center