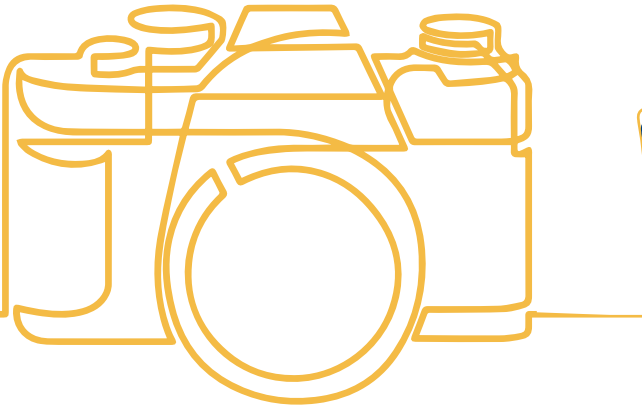


# MANAGE YOUR WCTC



# myPhoto

## Save time! Avoid long lines! Upload your own photo for your myCard ID!

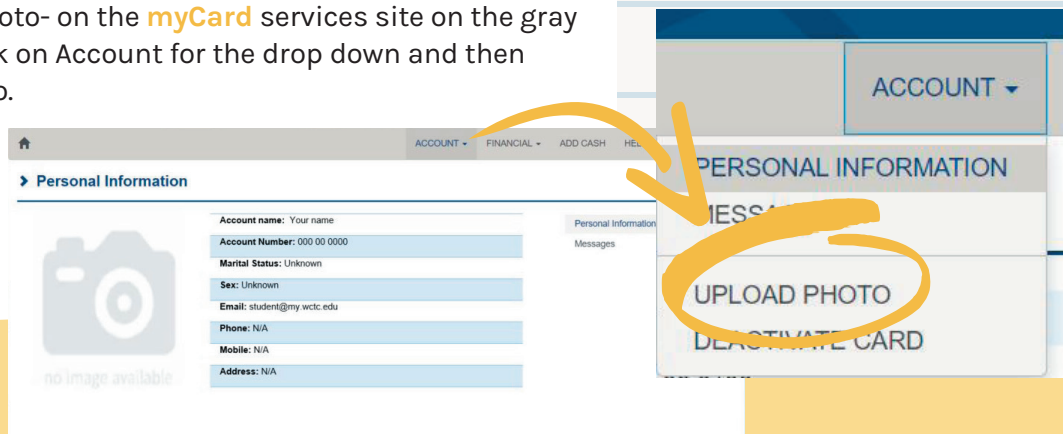
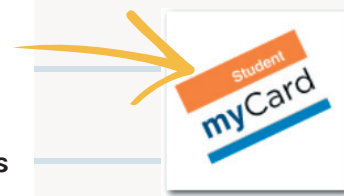
Your myCard is the official form of identification used on WCTC campuses. **You must be actively enrolled in a WCTC program or course(s) to be eligible for a myCard.** In order to have your myCard ready upon your arrival to campus, we ask that you submit a professional color photo.

If a professional color photo is not possible, you may upload a color snapshot showing a full front view of your head and shoulders according to the requirements shown on the myPhoto upload website. It needs to be similar to a passport photo.

## Access the WCTC myCard Services site through:

- The myWCTC portal under My Applications find the myCard icon
- On the Main WCTC Website under 'Technology', direct link is [https://secure.touchnet.com/C21757\\_onweb/Account/LogOn](https://secure.touchnet.com/C21757_onweb/Account/LogOn)

To upload a new photo- on the myCard services site on the gray navigation bar click on Account for the drop down and then select Upload Photo.



**Questions?** Please contact the Service Desk via MyServiceSuite, or by email at [servicedesk@wctc.edu](mailto:servicedesk@wctc.edu) (include your phone number to call back) or call 262.691.5555.

WCTC prohibits discrimination or harassment based on any status protected by applicable state or federal law.



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# MANAGE YOUR WCTC



## Take Your Photo

The illustrations to the right represent acceptable photos. Notice that they are very similar in size and requirements to Passport photos. Many retail establishments offer passport photo services, many of them are able to provide you a digital copy of the photo, which you can then easily upload to our system. We will only take a digital submission.

If you are unable to use a digital passport photo, please refer to the detailed instructions on the myPhoto upload website for guidelines to ensure your photo is accepted.

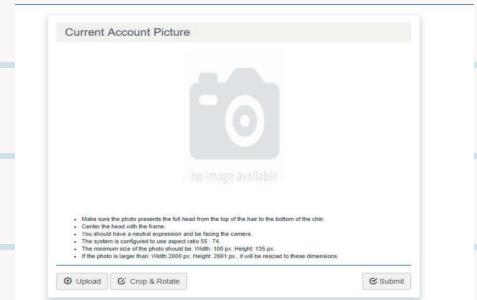
To assure your photo is approved, please follow the guidelines below:

- No non-religious headwear
- No sunglasses
- No props
- No backgrounds that are not a solid color or plain - no metals/ metallic, patterns/prints or multi-colored backgrounds
- No "glamour shots"
- Multiple people are not allowed in the picture
- No animals



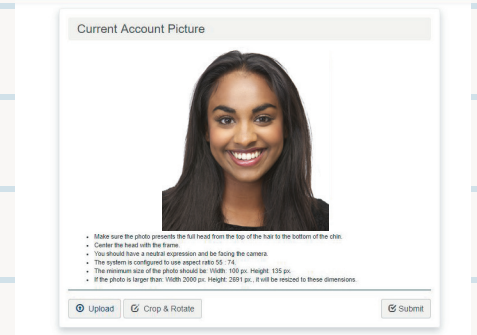
## Upload Your Photo

This page displays the upload area. Click on the "Upload" button to browse for the photo. This will launch a dialog box in your browser. You can select the location of your file. Once you have selected the photo's file location, select it by clicking on the "Open" button in the dialog box.



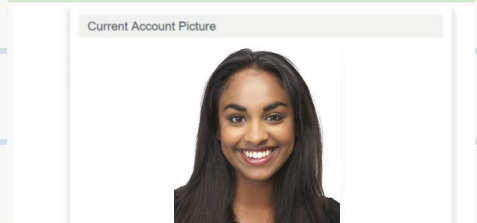
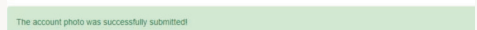
## Edit, Preview and Save

After you upload, you will be able to crop, resize your photo now, or if you are satisfied, continue to Step 4. You can also remove the file and start over by clicking the "Upload" button again. Otherwise, if you are satisfied with your image, click on the button that says "Submit."



## Finalize

If your photo has been uploaded successfully, a confirmation message will display in a green banner at the top of the page. If it has not, a red banner will appear with the problems to address and fix and try again. Once you have a successful green banner confirmation, you will want to check your WCTC email for any approval or disapprovals of your image, and if you are approved, follow the instructions to pick up your ID in your email with the Service Desk. Appointment times may be issued for pick up - so please check your emails!



**Questions?** Please contact the Service Desk via MyServiceSuite, or by email at [servicedesk@wctc.edu](mailto:servicedesk@wctc.edu) (include your phone number to call back) or call 262.691.5555.