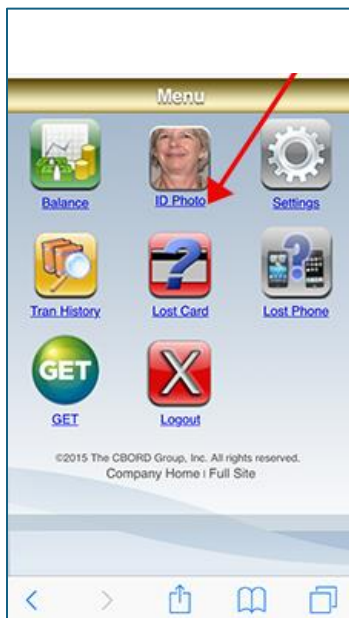


How to Upload Your Photo from Smart Phone

1. Go to <https://csgoldwm.app.vumc.org/>. Enter your VUMC ID for the Username and your ePassword for the Password. Note that your VUMC ID needs to be all lowercase letters. Some smart phones will automatically capitalize the first letter of your user name.



2. Click on **ID Photo** in the menu.



3. You can take a new photo or choose an existing photo from your Photo Library.

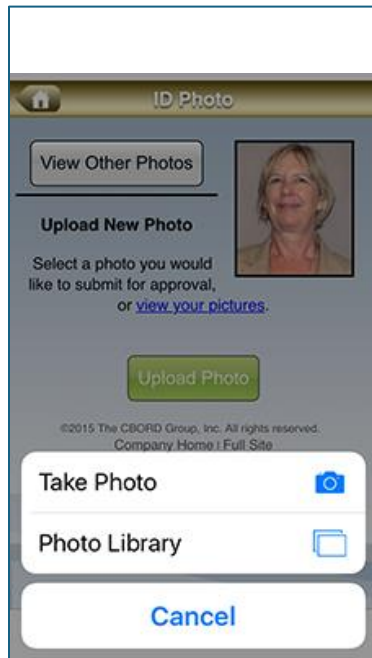


Photo dos:

- Only one person in the photo - you!
- Face forward, looking directly into the camera (no side profile)
- Stand in front of a solid medium or dark background
- Look happy!

Photo do nots:

- No red eye
 - Nothing touching your face, such as hands, props or other distractions
 - No gestures or inappropriate facial expressions
 - No hats or sunglasses
 - No jewelry or garments that obstruct the view of your face
-

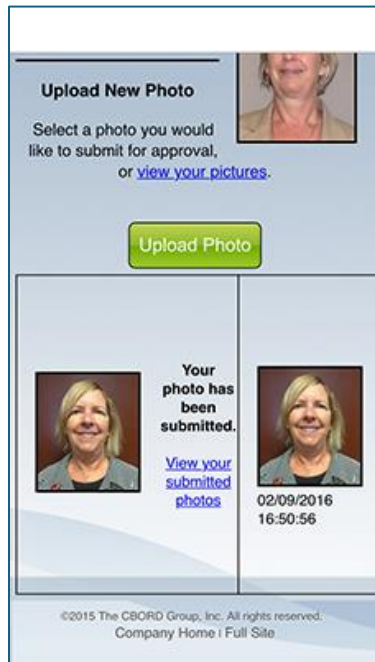
4. Once you select your photo, you need to crop it. Use your fingers to drag the cropping box so your face is the focal point of the photo. See the example in the right column below. You can redraw the cropping box as many times as needed. Once you have your cropping box finalized, click on the **Submit** button.



5. You will see a preview screen with your new photo in the bottom of the screen. Click on the **Submit** button.



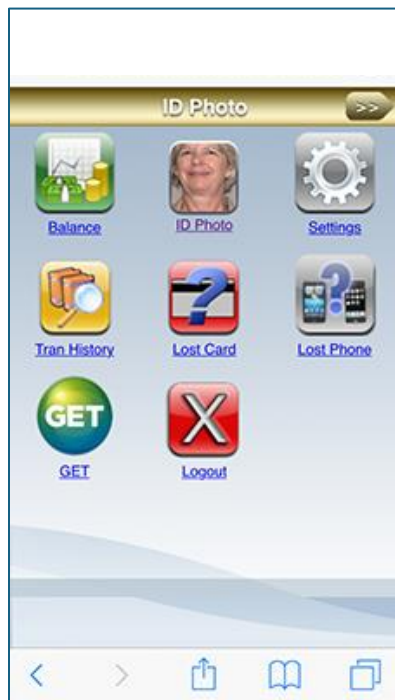
6. You will see a confirmation message that your photo was submitted.



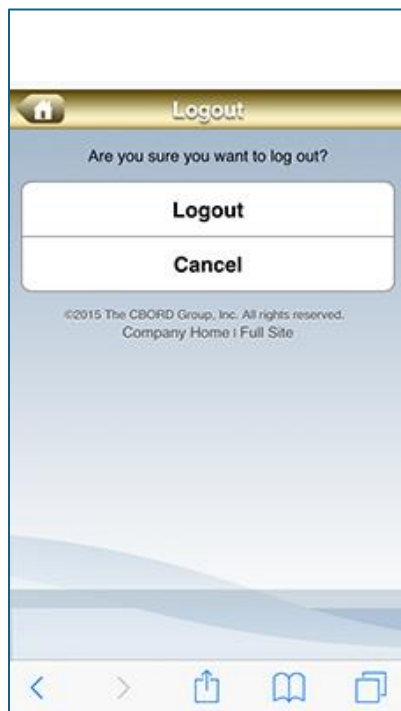
7. Click on the home icon in the top left.



8. Then click on the Log Out icon.



9. You'll see a screen asking if you want to log out. Click on the Logout button.



10. You will receive an email confirmation from csgadmin@vumc.org to your VUMC email address to let you know if your photo was accepted or not accepted.

- If your photo was accepted, you have no further action to take. Your photo will be added to your ID card.
- If your photo was not accepted, you will need to submit a new photo. VUMC has specific requirements for the ID badge photo:
 - Must have only you in the photo
 - You must be facing the camera
 - Solid colored wall background (any color)
 - No mask, hat, sunglasses, or large jewelry obstructing view of your face
 - No side angles of your face or photo angled diagonally
 - No pictures in your car
 - No pictures of other pictures