

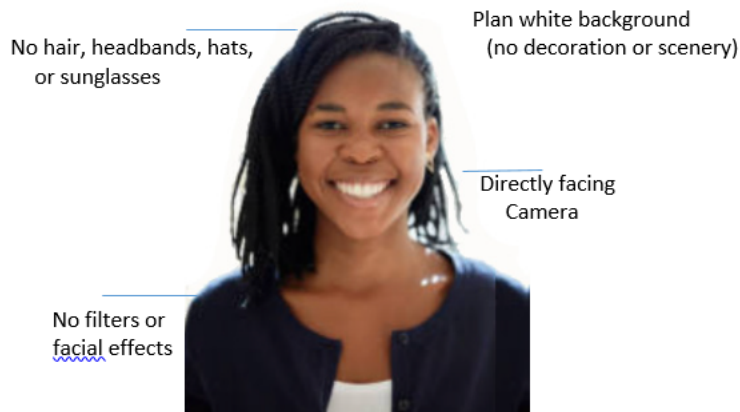
## Step by Step instructions on how to apply for your Cougar Card

First save a jpeg of yourself that's a minimum of 300 pixels X 400 pixels and no more than 1 MB. You will also need to save a copy of your valid Identification card.

**Additional photo requirements can be found at:**

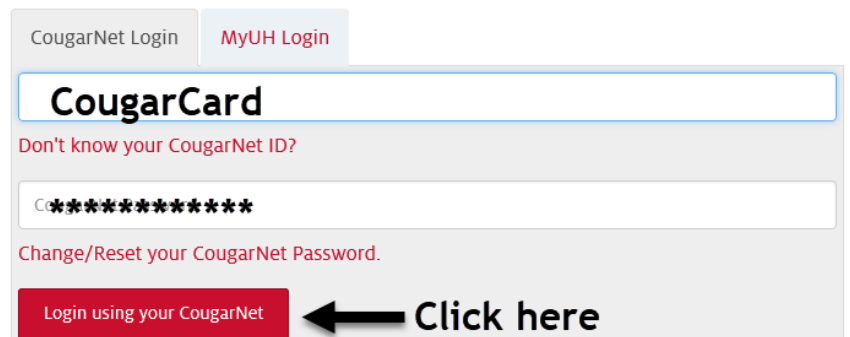
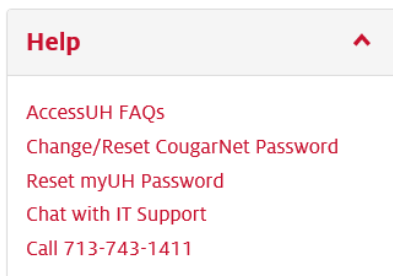
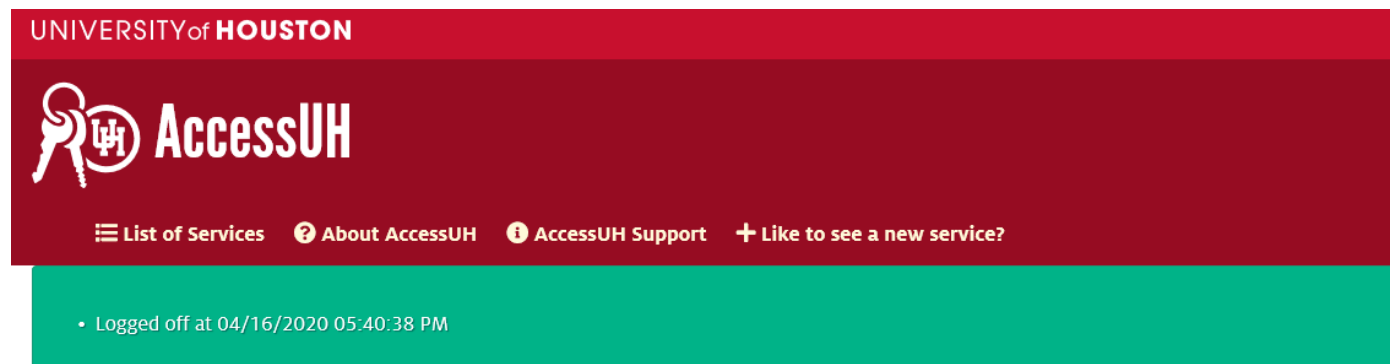
<https://uh.edu/af-university-services/cougarcard/known-your-card/photo-requirements/>.

Here's an example of an approved photo upload



Example of an acceptable Cougar Card photo

After you've saved your two documents log into AccessUH.



Once you log in you will see several icons click on the **Cougar Card Photo Upload** in the University Services section.



Wow... You are really close to getting your Cougar Card.

Read and follow all of the directions!

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Login to AccessUH

# Cougar Card

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Photo Upload System

Step One: Take Your Photo

Step 1 of 9

To begin the photo upload process, please start by reviewing the details of the required passport style photo. A photo suitable for Cougar Card will meet the following criteria:

Size and File Type

Dimensions of at least 250 x 350 pixels at 300 dpi.  
In JPEG format. A sample file name is: Photo.jpg  
No larger than 6Mb in file size.  
[See detailed instructions.](#)

Image Attributes

Passport style, color and taken in the last 6 months.  
Background of a solid white or light color.  
No borders.  
No shadows.  
Image should be properly focused.  
[See examples of well-composed/unacceptable photos.](#)

#### Image Style

Ensure that you are the only person and that there are no obscure objects in photo.

No hats or sunglasses. Eyeglasses should be worn if normally used. Head coverings are allowed if worn for religious purposes.

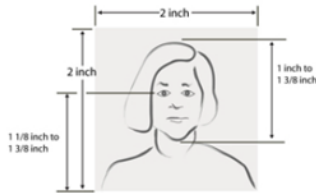
No glare on eyeglasses if applicable.

Head should be positioned directly facing camera, centered and compose 80% of image.

Eyes open and looking at camera.

Have a natural expression.

[See examples of well-composed/unacceptable photos.](#)



Have your picture taken, according to the diagram.

Once you have reviewed the detailed instructions and have a properly formatted photo, please proceed to step 2. You will have the ability to crop your photo if needed.



Terms of Use:

I have reviewed the [Terms and Conditions](#) and the necessary photo requirements of Houston. I understand that if I submit a photo that does not meet the requirements or is improperly formatted, my application may be delayed until a suitable photo is resubmitted.

**Click here**

CONTINUE TO STEP 2

**Click here**

Step 2 of 9

First Name: \*

Cougar

Last Name: \*

Card

Student ID: \*

1234567

Email Address: \*

Cougarcard@uh.edu

Before you upload:

Please click on the Browse button, select your photo and then continue to step 3.

Please be patient as your file is uploaded to the system.

Upload times may vary depending on file size and internet connection.

**Warning! Warning! Warning!**

Only passport style photos will be approved.

Head shot of you (only) on a solid white or light colored background.

Uploaded photos not meeting requirements will be rejected upon review.

photo upload

**Click browse to find and upload your photo**

CONTINUE TO STEP 3

**Click here**

### Step Three: Edit Your Photo

Step 3 of 9

Your photo selected is shown below. Please edit your photo now if needed, using the tools below the image.



# Whose Card!



Your card is almost designed... Whoop!!!

Before you upload:

Please use the editing tools to rotate and crop your photo. You may also use the Undo button if needed to reset the photo. If you're not satisfied with the photo after resizing and cropping you may select another photo using the file upload tool below. Once you're satisfied click the CONTINUE TO STEP 4 button.

Browse...

Need to change your photo?

If you wish to change your photo, choose a new image using the uploader and then click the "Change Photo" button below.

Change Photo

**Satisfied with your photo? If yes click  
continue below, if not click change photo**

CONTINUE TO STEP 4

**Click here**

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Photo Upload System

MyPhoto Step Four: Preview Your Photo
Step 4 of 5

Sample Card

Preview Your Card

Does your card look like the sample card

Does your photo look like the given example?
☒ Yes ☐ No

You must accept the terms of use below and then click the Continue to Step 5 button to proceed. If you selected "No" you will be taken back to Step 2 to upload a different photo.

☐
Terms of Use:
I have reviewed the Terms and Conditions and the necessary photo requirements of Houston. I understand that if I submit a photo that does not meet the requirements or is improperly formatted, my application may be delayed until a suitable photo is resubmitted.

CONTINUE TO STEP 5
Click here

Way to go... Now let's walk through how to upload your valid identification card.

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Step Five: Upload Your Government Issued ID or Passport
Step 5 of 9

Upload Your Government ID:

Please take a picture of your Government issued ID Card or Passport.  
Depending on your browser, please click the "Browse" or "Choose File" button below.  
A window should open that allows you to browse for your ID card image. Select your ID Card file and then press "Open" or "Save", again depending on your browser.  
Note that only JPG signature files will be accepted.  
Press the "CONTINUE TO STEP 6" button below.  
Please be patient as your file is uploaded to the system.  
Upload times may vary depending on file size and internet connection.

Warning! Warning! Warning!  
Only JPEG (.jpg) files will be accepted  
Photo images of the ID Card not meeting the requirements will be rejected upon review and not approved

C:\Users\staff\Pictures\ Browse...
Click here

CONTINUE TO STEP 6
Click here

Step Six: Edit Your Government Issued ID or Passport

## Step Six: Edit Your Government Issued ID or Passport

Step 6 of 9

If needed, you can use this on-line tool to crop or resize your photo. After you are finished, you will be able to compare your photo with a sample provided. Please crop or resize your photo now or if you are satisfied, continue to step 7.



Upload Your Government ID:

**Need to change your photo?**

If you wish to change your government ID photo, choose a new image and then click the "Change Photo" button below.

Change ID Card

Browse...

**Satisfied with your upload? If yes click continue below, if not click change ID Card**

CONTINUE TO STEP 7

## Step Seven: Preview Your Government ID

Step 7 of 9

Sample Card



Preview Your ID Card



Does your ID card look like the given example?

☒ Yes ☐ No



I have reviewed the necessary photo requirements of Cougar Card. I understand that if I submit a photo that does not meet the requirements or is improperly formatted, my application may be delayed until a suitable photo is resubmitted.

CONTINUE TO STEP 8

**Congratulations**, you've just walked through how to upload your photo and identification card or passport.


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# Cougar Card

Step Eight: Signature

Step 8 of 9


Cougar Card



Use the mouse if you're submitting from a computer, your finger or stylus if using a tablet or mobile device, to sign your full name in the box. If you're satisfied with your signature click on the "Save" button. Use the "Reset" button to clear the signature box if you are not satisfied with your signature.

Once you have clicked on the "OK" button your photo, government ID and your signature files will be uploaded to the system. Please be patient as it may take a minute or two to complete the upload process. You will be taken automatically to "Step 9 - Finalize" after the upload files have completed.

**Select how you are completing photo upload**

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# Cougar Card

Detailed Instructions Terms of Use Check Status FAQ's Home Photo Upload System

Step Nine: Finalize

Step 9 of 9

Thank you for submitting your photo to the Cougar Card Photo Upload Site. Your photo, government ID and signature has been successfully uploaded to our database. Your confirmation number can be used to track the status of your submission from the Check Status page. Your confirmation number is: 1016136.









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University of Houston  
Houston, Texas 77204  
(713)743-2255

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Parking  
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Texas Veterans Portal  
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Way to go Coog...

Your card will be mailed to your mailing address listed in People Soft, please verify this information is accurate. Your card will be mailed after you've enrolled in class. We are so glad you chose UH.

Go Coogs!!!



