x   Must be a color photo
x   Must not include eyeglasses, sunglasses or hat
x   Eyes should be open and looking at the camera

Once you upload your photo, you will get a "Thank you!   " message informing you that your photo submission is now waiting on approval by the Campus Card Office.

6. Click on the blue "Sign Out " link at the top-right corner of the page to logout of the photo submission site. Click on the "Sign Off " link at the top of the " XCard Management site"   to logout.

7. You will receive an email stating that your photo was approved or denied. This email will be sent to your XULA email address. If your photo is approved, there is no further action required on your part.

8. If you receive an email stating that your photo submission was denied, you will need to resubmit a different photo, repeating all of the steps shown above. The denial email will contain a button labeled "Submit a New Photo " as shown below. Click on that button to start the resubmission process.