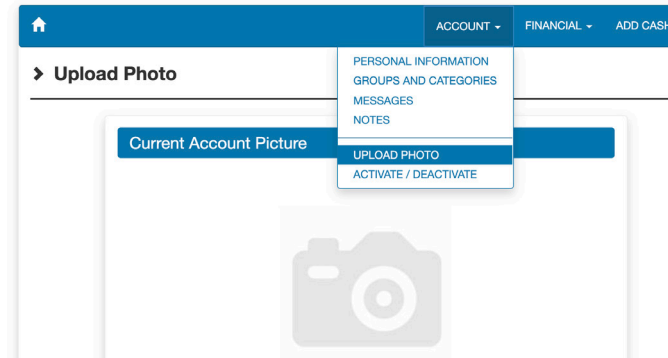
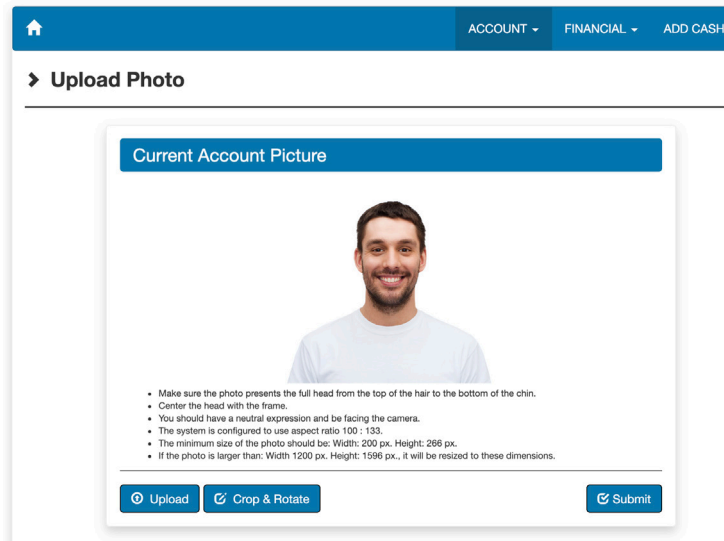




1. Log into Hawk Card Online.
2. Click Account → Upload Photo



3. Upload your photo by selecting the “Upload” button.



4. Once your photo is uploaded, you will have the ability to crop and rotate your photo.
5. Once the desired photo has finalized, select the Submit button.
6. You will receive an email indicating whether your photo has been approved or denied, and an additional email once your hawk card is ready for pick-up. The pick-up location and instructions will be provided in the email. If you have any questions, please contact HawkCard@uhcl.edu or 281-283-2514.

HAWK CARD

UPLOADING PHOTOS IN HAWK CARD ONLINE



Photo Requirements

Photo submissions must meet the following criteria to be accepted for official use on your Hawk Card:

- Must be framed passport-style: forward-facing, head and top of the shoulders in frame
- Must be current (taken within the last 3 months)
- Background must be solid and smooth white
- Color photos only
- Natural or neutral facial expression/smile
- Face must be centered with eyes and features clearly visible.
- No hats, caps, sunglasses, headphones, scarves, etc. (Religious head coverings are permitted)
- Only the student must be visible in the photo. No other persons or objects should be visible in the background.
- Do not use any filters to alter the photo
- Photo must be .jpg (or .jpeg) file format

Common Mistakes

Online photo submissions are denied most often for the following reasons:

- Photo quality is too low or filed in the wrong format
- Background is not solid white or light in color
- Eyes are closed or face is obscured by hat, sunglasses, hair, etc.
- Not facing forward
- Exposure—photo is too dark or bright
- Proximity—photo was taken too far away, or too close
- A filter or digital effect was applied