

REGISTRAR'S OFFICE Uploading a Photo for Your Student ID

STEP 1

Open a web browser and type <u>my.hpu.edu</u> into the URL.

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STEP 2

Sign in with your username and password.



STEP 3

In the Other Student Services card, click on "ID Photo Upload".

≡	Address Update	≔	FERPA Online Submission	
≡	Jobs and Internship	≡	Med Proctor	
≣	My Student Profile		ID Photo Upload	
≣	Student Discounts		T	

<u>STEP 4</u>

Scroll down and click on "Click to submit a new photo".

Personal Information

Changes to your personal information are not saved until you click "Update" below.



PHOTO REQUIREMENTS

- **1.** Should be cropped slightly above the head to middle of the chest.
- 2. Should be taken against a plain, light background.
- **3.** Must be a color photo.
- **4.** Must not include sunglasses, hat, mask, or other facial covering.
- **5.** Must be faced directly towards the camera, with eyes open.
- 6. Must meet HPU standards cannot be enhanced in any way (i.e. no lenses, filters, text, emoji, stickers, etc.) and cannot contain other individuals or pets.

NOTE: Please allow approximately 3-5 business days for review and processing. You will receive an automated email if your photo has been approved or denied.