## Use these instructions to upload a photo to MyTLU for your student ID card.

\*Your photo must be taken from the shoulders up, in front of a gray or brown background. No hats or glasses may be worn in the photo. No outdoor photos. The image should be similar to a driver's license photo.

- 1. Log into MyTLU.
- 2. Select your user icon in the upper right hand corner.



3. Select My Profile & Settings.



You are here: <u>Home</u> > <u>Home</u>



<u>View full calendar</u>

## July 2 — August 1, 2020

<u>Sat, Aug 1st</u> 12:00 am - 12:00 am <u>Spring Commencement</u> - at TBA



4. On a mobile device, select About Me.

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My profile and settings			
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<u>My info card</u>			

- 5. Select the arrow next to My Photo.
- 6. Select Add Photo.

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About me contains personal i photo. Some or all of this info updated.	nformation an prmation may b	d a be
<b>My photo</b> You can select where this pho on the Password & Privacy pa	oto appears age.	^
Photo must be 133 x 133 pixe JPG format. For best results, s photo where your face is cent	els and either G select a square tered.	ilF or
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<b>About me</b> Any updates to this informati couple days to process.	on will need a	*

7. Upload your photo. Your photo should be a selfie against a grey or brown background. No hats or glasses should be worn in the photo.