

Student ID Card Portal User Guide

This guide contains step by step instructions on how to upload your photograph for your Student ID Card.

Important Photo Requirements

When you have successfully completed your online registration, you can use the Student ID Card Portal option to add your picture for your new student ID card. The photo uploaded will be used as your profile picture in all LYIT Systems.

We need a good quality passport style photo which must meet the following criteria:

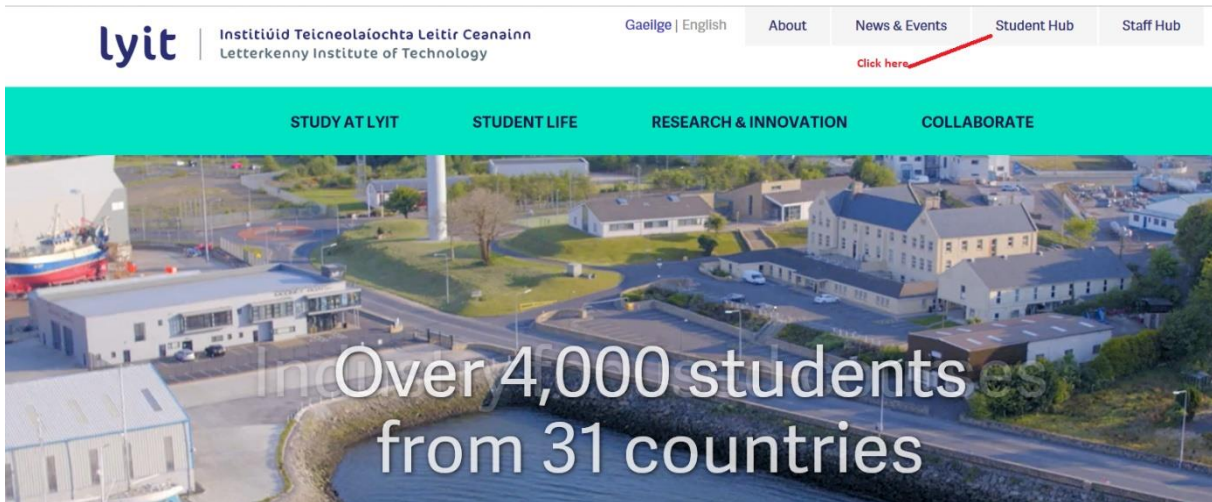
1. The photo must be in portrait format.
2. The photo should be of you alone.
3. Colour, clear with good contrast.
4. Head and shoulders only with appropriate background (i.e. against wall).
5. Full face.
6. Facing front.
7. No glasses unless you normally wear them.
8. Be without any hats or headwear (unless for religious or medical reasons).



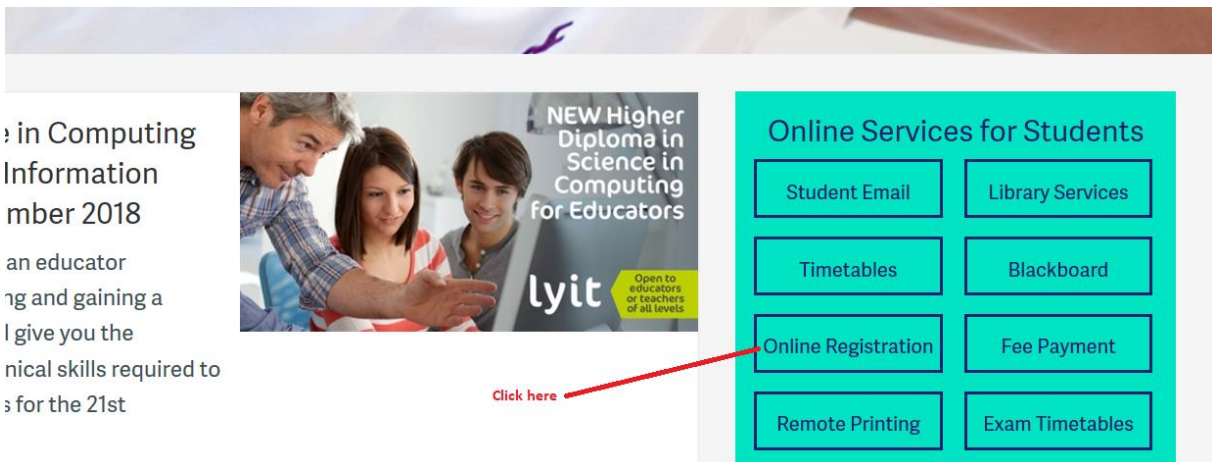
Uploading a photo that does not meet the above criteria or is not a photo of you may be classed as defacing your ID card and you could be liable for the cost of a replacement card which is currently €10.

We recommend that you use your smartphone or tablet to complete this task.

1. From the Lyit's Home page (www.lyit.ie), click on Student Hub.



2. Click Online Registration button.



Online Registration

Welcome to the Online Registration section.

In advance of commencing online registration you may wish to review general information on registration available [here](#). Also, before you start online registration process, you may wish to view the various steps involved - view Student [Online Registration User Guide](#).

New LYIT Students.

New LYIT students are required to register online and upload their photo for on their student card. Click on the links below to the process.

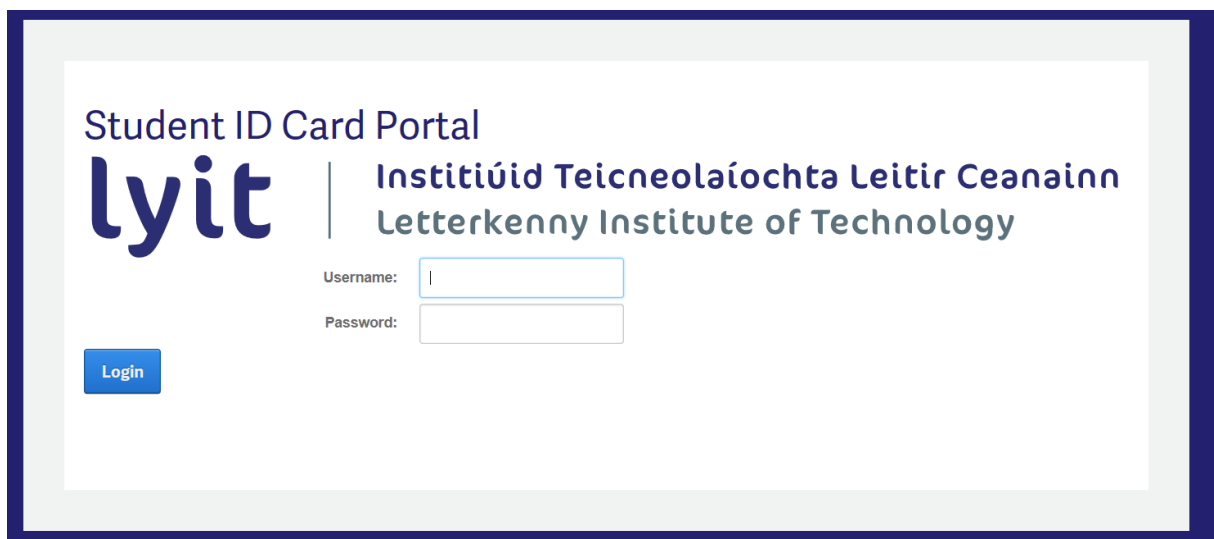
1. You can register for your course [here](#).

New LYIT Students
click here to launch
the Student ID portal

2. Upload your photo by clicking here. We recommend that you use your smartphone or tablet for this task. If you experience any technical difficulties with the upload photo application don't worry you can get your photo taken onsite, Wednesday 12th September. Please ensure you read photo requirements before uploading. A guide to use the photo upload system is available by clicking here. Student cards are issued for the duration of a programme. Cards will be distributed during the first two weeks of term.

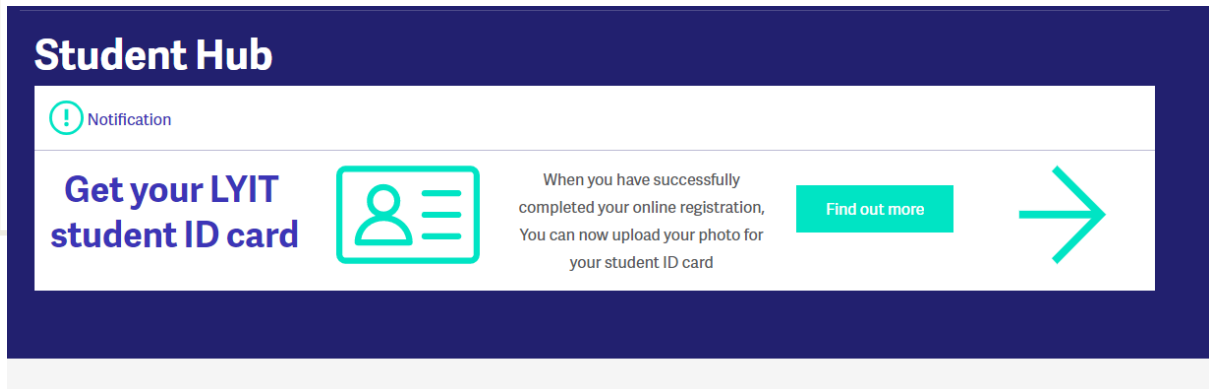
3. On the following screen you will be required to enter your Login Details. When the details are entered please select the 'Login' Button.

The Login Id is your current Student Number e.g. L00009999 and the Password is your current 9 digit password that you use for accessing the computer system.

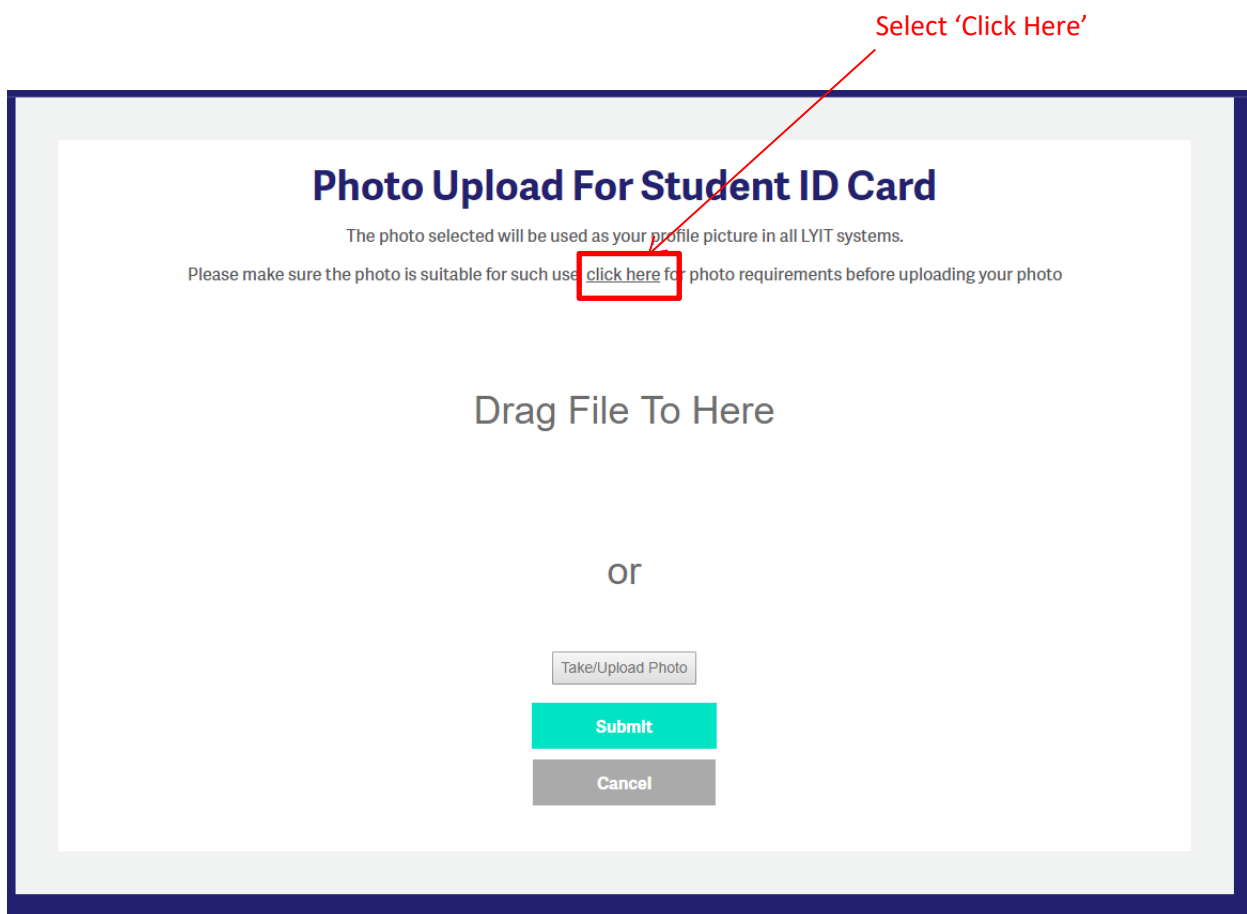


The screenshot shows the login interface for the Student ID Card Portal. It features the LYIT logo and the text 'Institiúid Teicneolaíochta Leitir Ceanainn' and 'Letterkenny Institute of Technology'. There are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is located at the bottom left of the form area.

3. Select 'Find out more' on the screen below.



4. On the screen below please choose to 'Click Here' to see the photo requirements for your student ID card.



5. Please read the requirements below before uploading a picture. When you have read and understood them please choose 'OK'

Requirements for Student ID Card photos

You can upload your photo from any computer, phone or mobile device with Internet access.

We need a good quality passport style photo which must meet the following criteria:

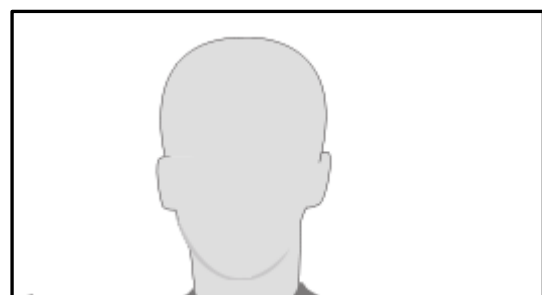
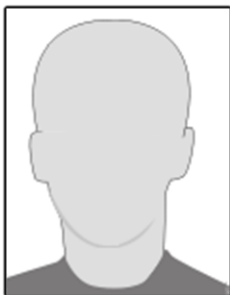
1. The photo should be of you alone
2. Colour, clear with good contrast
3. Head and shoulders only
4. Full face
5. Facing front
6. No glasses unless you normally wear them
7. No hats or headwear

Photos should be similar in nature to a passport photo and will remain on your ID card for the duration of your course. Uploading a photo that does not meet the above criteria or is not a photo of you may be classed as defacing your card and you could be liable for the cost of a replacement card which is currently €20.

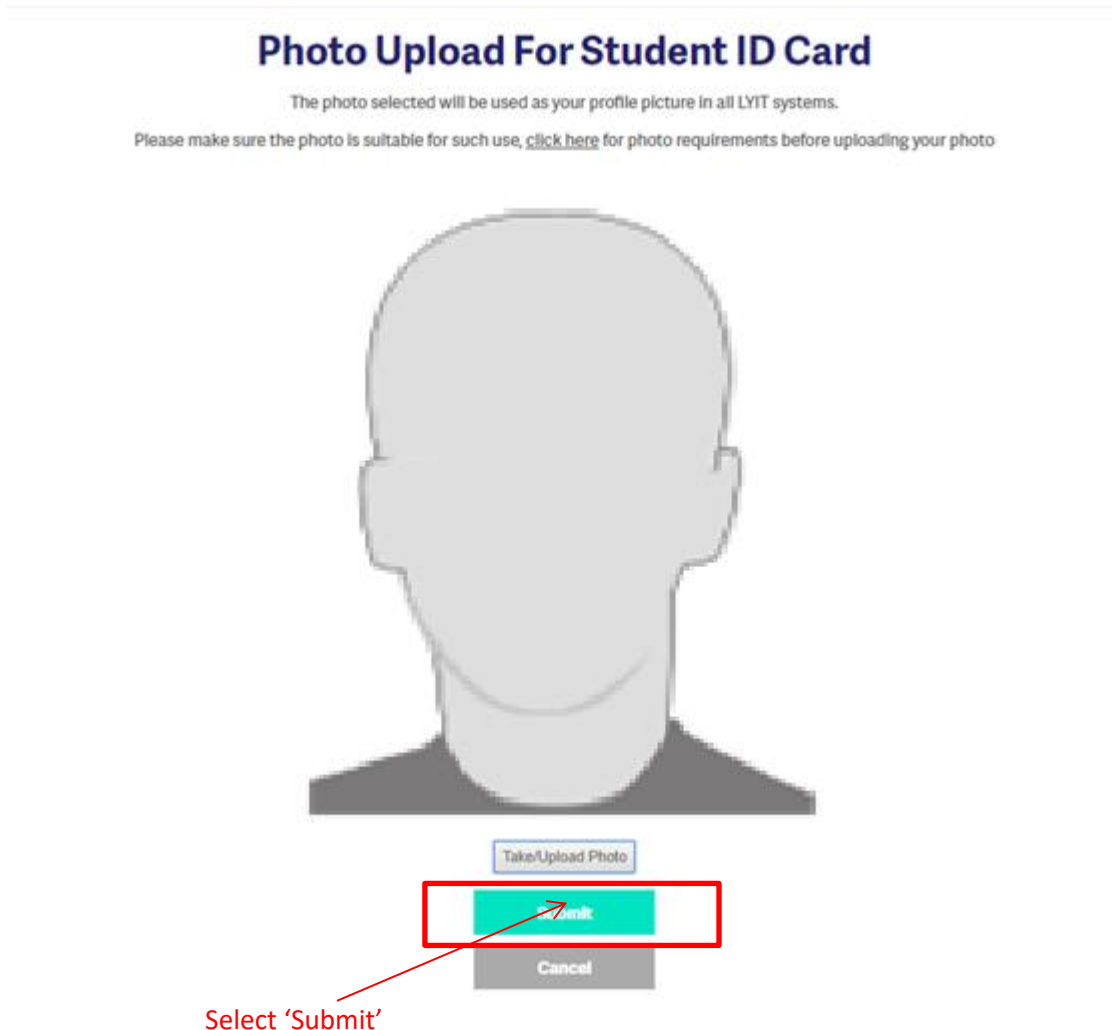
OK

6. From the photo upload page you are now ready to Take or Select your picture. Please choose Take/Upload. If you are using a mobile device it should now open your camera app. (If you are using a PC it will open your Pictures folder where you can select a previously taken picture.)

Take a picture as per the requirements outlined above and select Ok/Use Photo if you are happy with your picture or Retake/Retry if you want to take another one. You should use the **Portrait** orientation to take your picture rather than landscape. e.g.



- Your chosen picture should now appear in the photo upload page as below. Please choose 'Submit'



- Your photo should now be uploaded and you can log out.