

Manage

Your WCTC myPhoto

Save time! Avoid long lines!

Upload your own photo for your **myCard ID!**

Your myCard is the official form of identification used on WCTC campuses. In order to have your myCard ready upon your arrival to campus, we ask that you submit a professional color photo.

If a professional color photo is not possible, you may upload a color snapshot showing a full front view of your head and shoulders according to the requirements shown on the myPhoto upload website.

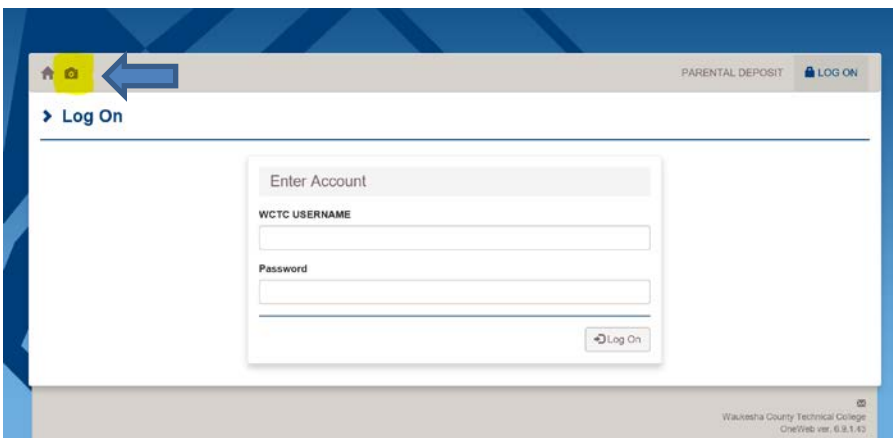


Access the WCTC **myCard** Services site through these methods:

- The myWCTC portal under My Applications find the myCard icon
- On the Main WCTC Website under 'Technology', direct link is www.wctc.edu/technology >> myCard Services



Access **myPhoto** from the **myCard** services site at the left end of the navigation bar at the top of the window by clicking on the camera icon. Use your WCTC network credentials to login if prompted.



Questions? Please contact the Service Desk by email at servicedesk@wctc.edu or call 262.691.5555.



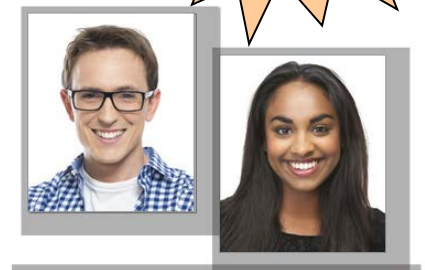
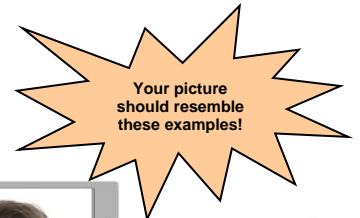
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1 Take Your Photo

The illustrations to the right represent acceptable photos. Notice that they are very similar in size and requirements to Passport photos. Many retail establishments offer passport photo services, many of them are able to provide you a digital copy of the photo, which you can then easily upload to our system. We will only take a digital submission.

If you are unable to use a digital passport photo, please refer to the detailed instructions on the myPhoto website for guidelines to ensure your photo is accepted.



2 Upload Your Photo

This page displays your student account information used by MyPhoto.

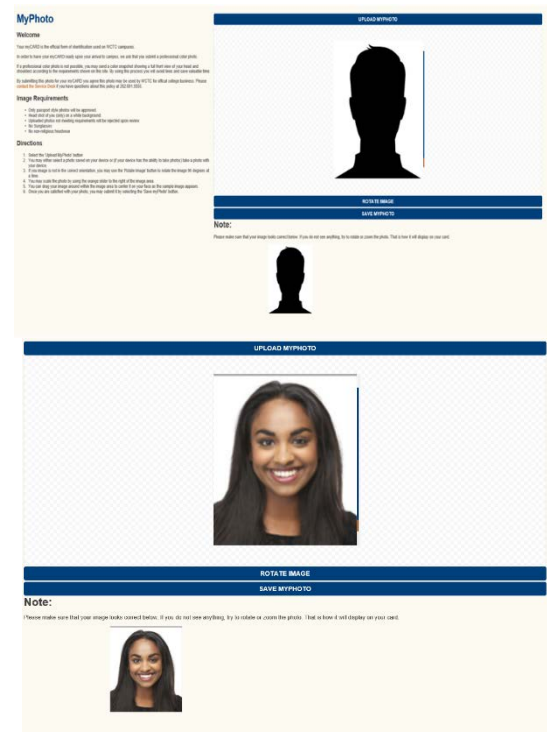
Click on the "UPLOAD MYPHOTO" button to browse for the photo. This will launch a dialog box in your browser. You can select the location of your file. Once you have selected the photo's file location, select it by clicking on the "Open" button in the dialog box.

3 Edit, Preview and Save Your Photo

After you upload, you will be able to compare your photo with a sample provided below the upload. Please crop, resize your photo now, or if you are satisfied, continue to Step 4. You can also remove the file and start over by clicking the "UPLOAD MYPHOTO" again. Otherwise, if you are satisfied with your image, click on the button that says "SAVE MYPHOTO."

4 Finalize

If your photo has been uploaded successfully, a confirmation message will display. At this time, you will want to check your WCTC email for any approval or disapprovals of your image, and if you are approved, please pick your new ID up at the Service Desk located in B108 in the Student Enrichment Center.



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