

Introduction

This quick reference guide contains step by step instructions on how to:

1. Upload a student image using Online Services (for Students).

Step by Step Instructions – How to Upload a Student Image using Online Services

- 1. Open Online Services (for Students):** The link to the online services site for students is <https://ssb.ancheim.ie/its/>.

2. Select 'Enter Secure Area'

[Enter Secure Area](#) ← Click here

Login here to access Web For Faculty/Student.

[Apply for Admission](#)

Enter a new application or return to complete an application.

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Survey to answer.

RELEASE: 8.1

powered by
SUNGARD SCT HIGHER EDUCATION

3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login

Forgot PIN?

Enter Student ID and Pin and then click **Login**. This is latest Student ID and Pin that you have used to Register Online, Pay Fees, check Exam Results etc.

4. Select 'Personal Information' from the Online Services main menu

Student Services & Financial Aid

View your academic records and Financial Aid

[Personal Information](#) ← Click here

Change your PIN; Change your security question.

[Return to Homepage](#)

RELEASE: 8.4

5. Select 'Upload Student Image' from the Personal Information

[Change PIN](#)

[Change Security Question](#)

[Update Address\(es\) and Phone\(s\)](#)

[Update E-mail Address\(es\)](#)

For details on how to insert or update an email address, please click [here](#).

[General Surveys](#)

Please check if you have any pending General Survey to answer.

[Graduate Outcomes Survey](#)

Click here to complete the Graduate Outcomes Survey

[Upload Student Image](#) ← Click here

Use the option to upload your Student Image for the purposes of producing a Student ID Card.

RELEASE: 8.4

Step by Step Instructions – How to Upload a Student Image(Continued)

6. Guidelines when uploading an image.

When uploading an image please adhere to these guidelines;

1. The image must be **an acceptable form of identification** i.e. the
2. The image must be in colour.
3. It must not be larger than 150 kilobytes (150K) in size.
4. It must not be more than 450 pixels wide and 570 pixels in height. .
5. It must be in JPG format with the Encoding Format set to Standard.
6. It must not have compression, loss or compression artefacts.
7. It must not be digitally enhanced or changed.
8. It must not contain barrel or other distortion.
9. Only one image file can be uploaded.
10. Only one image can be stored per person; to upload a new image, t
11. For details regarding the Terms of Use of your Student ID Card, ple

7. Select 'Browse' if find the image you want to upload

File	Comment
<input type="text" value="Browse..."/>	<input type="text"/>

Already stored picture: [Click here](#)

Select Filename	Timestamp	Comment

8. When found, select the image and click 'Open'

Item type: JPG File
Dimensions: 350 x 224
Size: 15.3 KB

Click here

9. The path to the image will now appear in the filename box. Select 'Upload Image'.

File	Comment
C:\Users\gmcmmorrow\C Browse...	<input type="text"/>

[Click here](#)

10. If the upload has been successful, the image filename will appear in the 'Already stored picture' section of the page.

Already stored picture:

Select Filename	Timestamp	Comment
<input type="radio"/> Test Image.jpg	13-JUL-2020 09:00:50	

11. To exit the page, Select 'Submit and Return to Menu'.

12. To review the image uploaded, select the radio button to the left of the image name in the 'Already stored image' section. Select 'Open Image'.

Already stored picture:

Select Filename	Timestamp	Comment
<input checked="" type="radio"/> Test Image.jpg	13-JUL-2020 09:00:50	

13. To upload a new image, you must delete the previously uploaded image first. To do this, select the radio button to the left of the image name in the 'Already stored image' section. Select 'Delete Image'.

Already stored picture:

Select Filename	Timestamp	Comment
<input type="radio"/> Test Image.jpg	13-JUL-2020 09:00:50	