

Upload a Photo – Student Guide



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Students must upload a photo during registration for their student ID cards.

- Only 1 image can be uploaded per user
- The image must be less than 150KB in size.
- The image must be a usable photo of yourself

INSTRUCTIONS

1. Open the Action Item by clicking on the Action Item Box.

Check confirm and click on the paperclip. (If you do not select check/tick confirm, the paperclip will not function).

A screenshot of the 'Action Item Processing' interface. The main heading is 'Action Item Processing' with a 'Welcome' message. Below this, there's a section for 'Upload a Photo' with a 'Pending' status. A yellow box highlights a 'Confirm' button with a paperclip icon. To the right, there are instructions: 'Please click the radio button and paperclip icon to upload a picture of yourself for use on your Student Identification Card. Only image files can be uploaded. Only 1 image file can be uploaded per user. The image must be less than 150 KB in size. The image must be a usable photo of yourself. If you need to replace the image that has been uploaded you can delete the uploaded image by clicking the delete icon and then upload a new image.' A 'Return' button is visible in the top right corner.

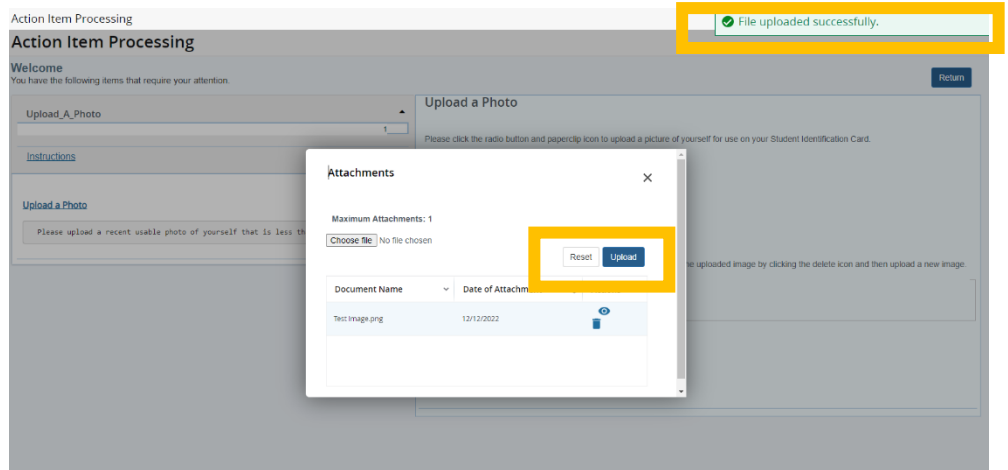
2. A new screen will appear. Select 'Choose file' to select the image that you want to upload.

The image must be less than 150KB. If the image is more than 150KB you will not be able to upload it. Please resize your image or select another than is less than 150KB

A screenshot of the 'Attachments' dialog box. The dialog has a title bar 'Attachments' and a close button. It shows 'Maximum Attachments: 1' and a 'Choose file' button. Below this, there's a table with columns 'Document Name', 'Date of Attachment', and 'Actions'. The table is currently empty, showing 'No Results Found'. There are 'Reset' and 'Upload' buttons at the bottom right of the dialog. The background shows the same 'Upload a Photo' screen as in the previous screenshot.

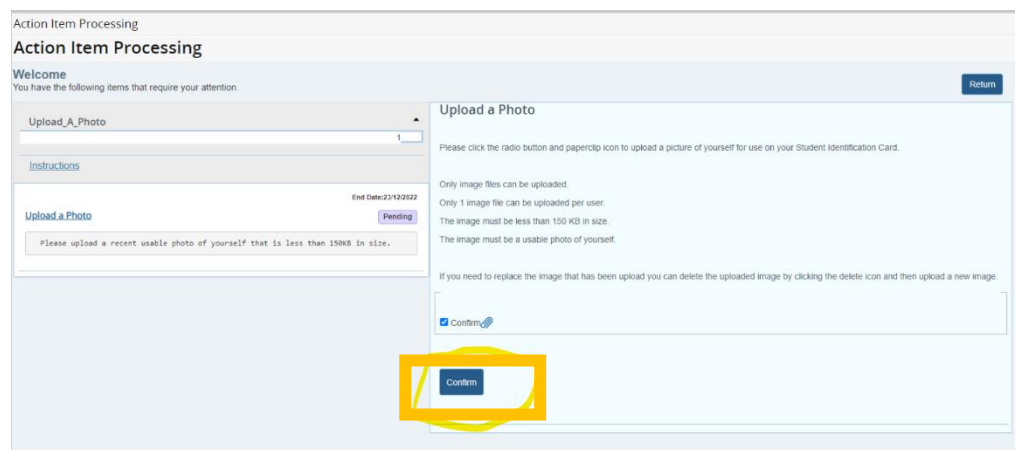
3. Click 'Upload'. A 'File uploaded successfully' will appear.

You will also have the option to delete or view the image you have uploaded using the icons.



4. Close the smaller screen.

Click 'Confirm' to complete the action item.



5. Check that the action item has changed from 'Pending' to 'Completed' before proceeding.

