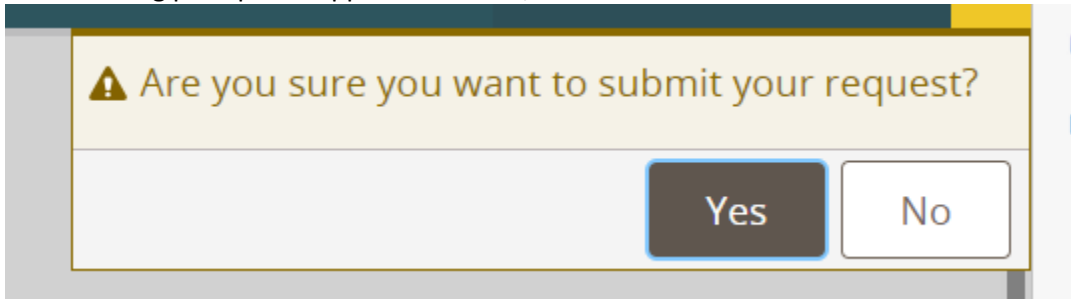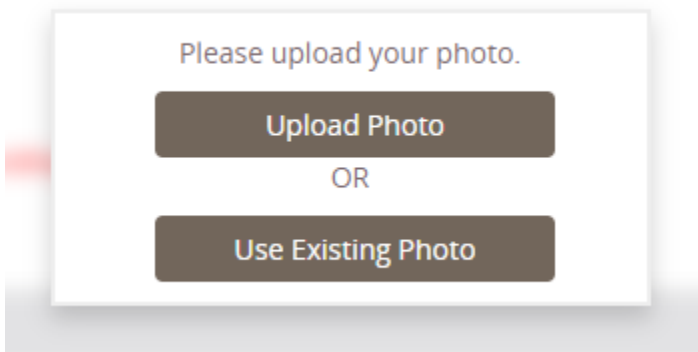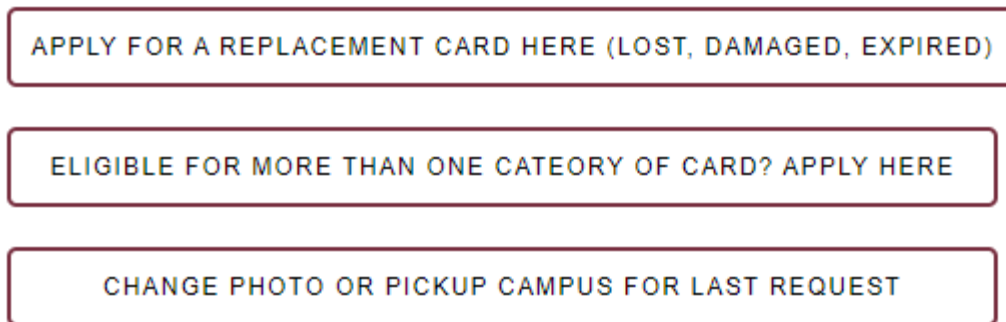**If this is your first time submitting**
1. After you chose a pickup campus and a category for your KPU card, you would click on **Submit**.
2. The following prompt will appear on screen, click on **Yes**
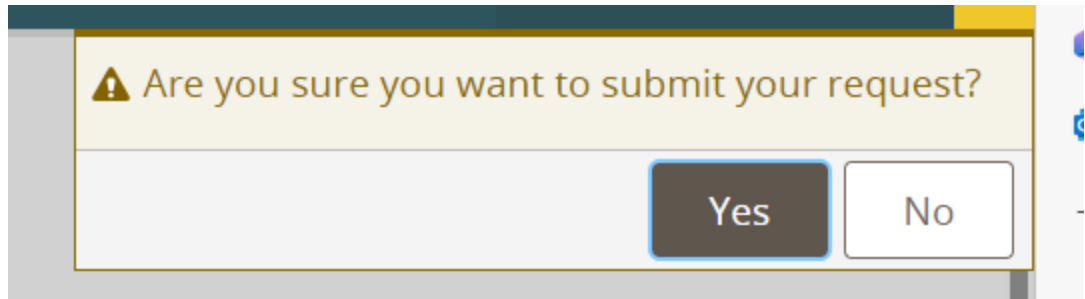

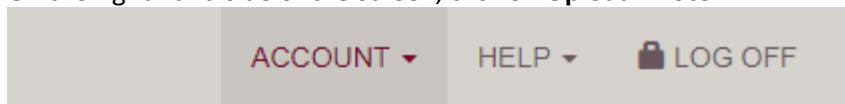3. Then the following screen will come up, click on **Upload Photo**

4. If you have previously accessed the form, you will not see the options above instead you will see the following options:
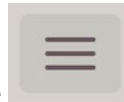

- o Select the **CHANGE PHOTO OR PICKUP CAMPUS FOR LAST REQUEST**.
- o Click on **UPDATE YOUR PHOTO**.
- o Click on the **Update Photo** button.
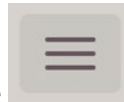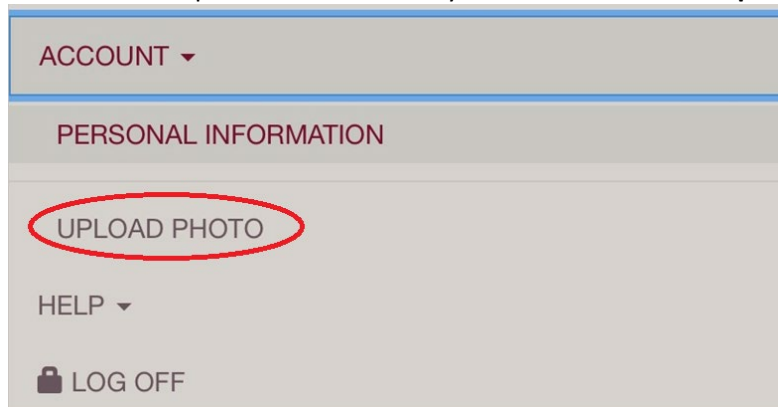- o The following prompt will appear on screen, click on **Yes**

5. On the right hand side of the screen, click on **Upload Photo.**

- o If you are submitting via cell phone

- ▪ You will need to tap on the [≡] on the right hand side of the screen
- ▪ Then tap on **Account** before you will be able to see **Upload Photo**.

6. At the next screen, at the bottom of the Current Account Picture box, you will need to select **Upload**.
7. You will be prompted to select the location of your saved photo.
   - o If using a cell phone you will also have the **Take Photo** option.
8. Once your photo appears in the **Current Account Picture** box you can click on **Submit**.
9. The following Banner will display on screen if your photo is submitted successfully

Thank you for submitting a profile photo in OneWeb. Your photo has been submitted to an approval proces

10. Click on LOG OFF in the top right hand corner.