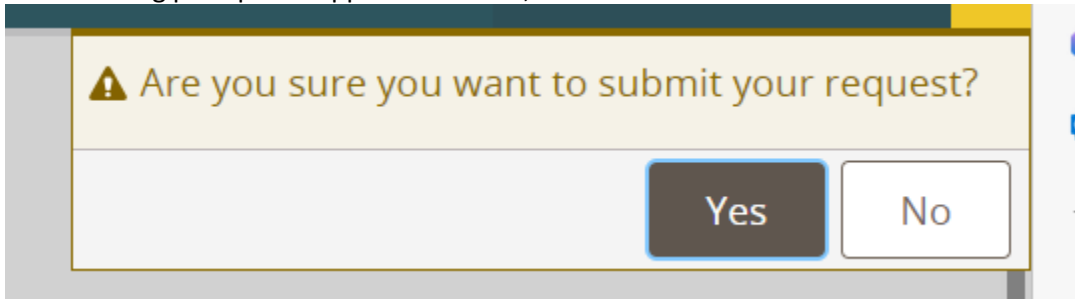
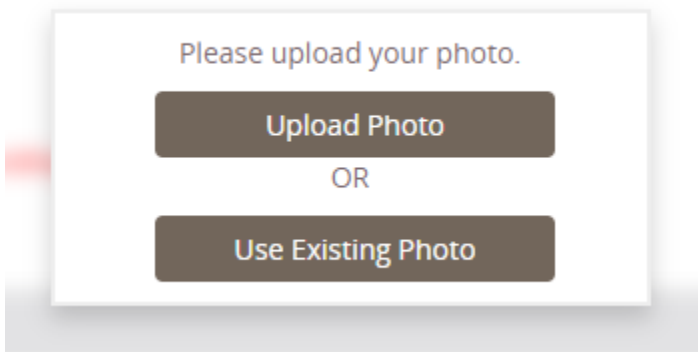


If this is your first time submitting

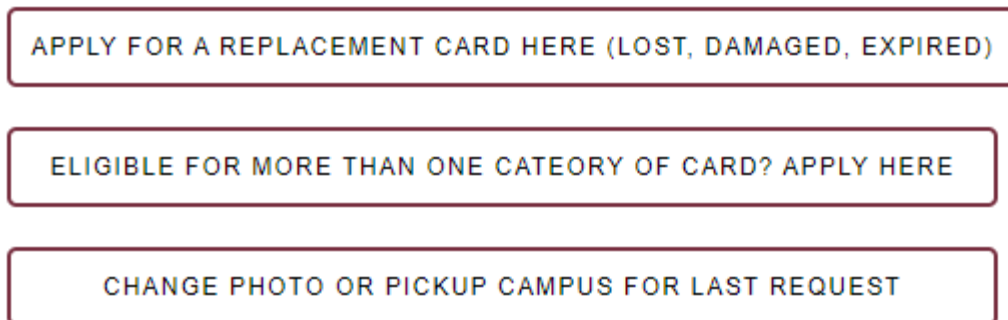
1. After you chose a pickup campus and a category for your KPU card, you would click on **Submit**.
2. The following prompt will appear on screen, click on **Yes**



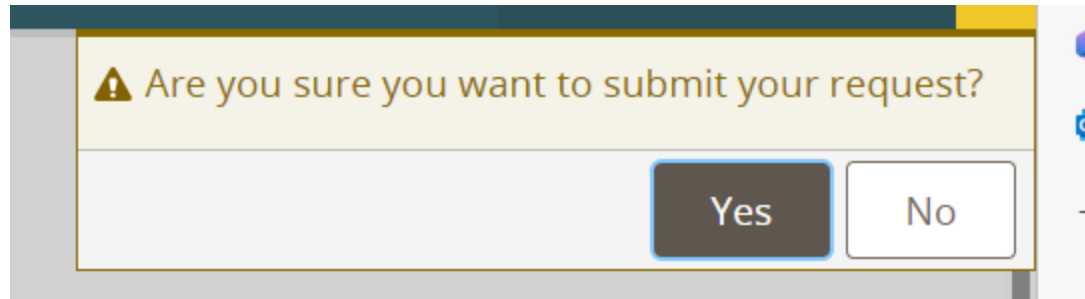
3. Then the following screen will come up, click on **Upload Photo**



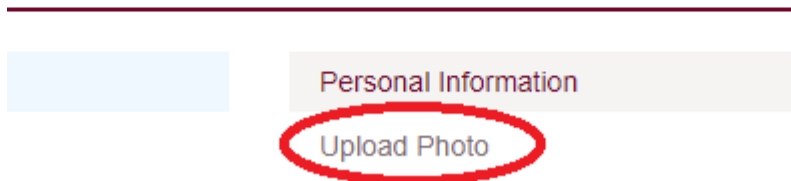
4. If you have previously accessed the form, you will not see the options above instead you will see the following options:



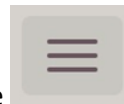
- Select the **CHANGE PHOTO OR PICKUP CAMPUS FOR LAST REQUEST**.
- Click on **UPDATE YOUR PHOTO**.
- Click on the **Update Photo** button.
- The following prompt will appear on screen, click on **Yes**

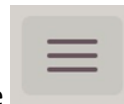


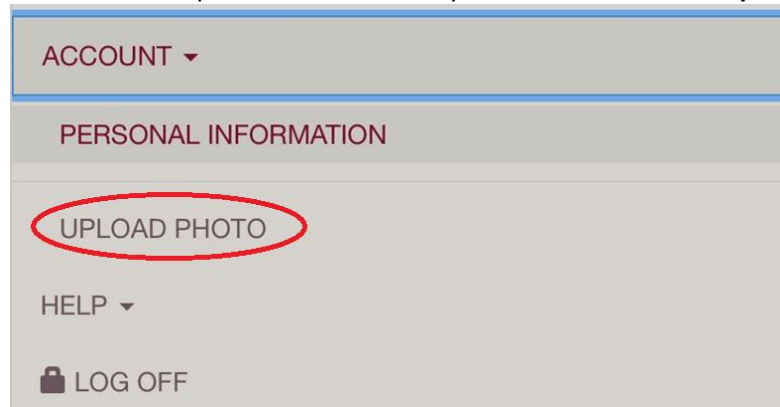
5. On the right hand side of the screen, click on **Upload Photo**.



- 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.
- 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 process.

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