

## Student Photo Upload instructions

1. Login to your intranet account at <https://intranet.swan.ac.uk>
2. Go to the student profile summary page (this is the default page outside of enrolment periods, otherwise click on the link from the enrolment page)

### Student Online Enrolment

Welcome to the Online Enrolment process.

**You are not yet enrolled for this academic year.**

To enrol, please select the course from the list below to begin the enrolment process.

**Please remember to upload a recent photo of yourself prior to enrolment** [Here](#)

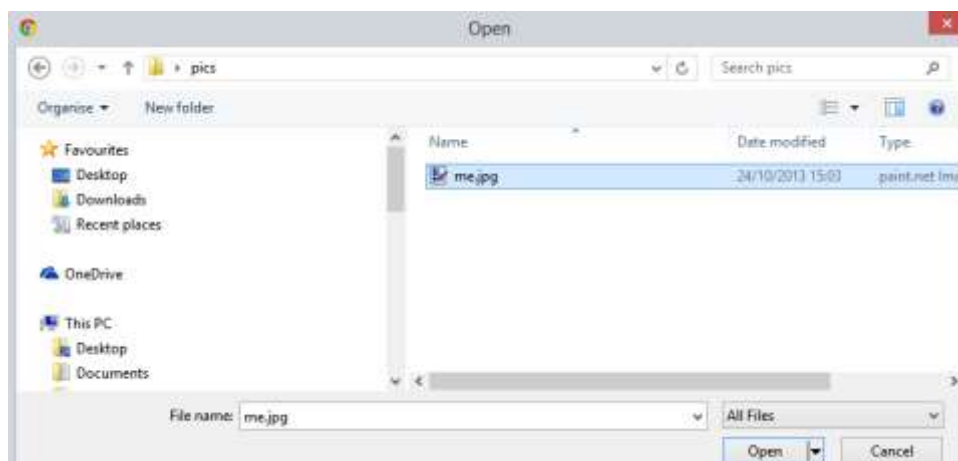
3. On the student profile click the “choose file” option and select an image to upload from your computer. The number above and to the side of the image represent the dimensions of the image. Any image uploaded that does not match these dimensions will be automatically resized for you

The screenshot shows the 'Profile Summary' page. At the top, there is an 'Email Confirmation' section with a text input field for the current non-university email address and an 'Update' button. Below this is the 'Your Photo' section, which features a placeholder image of a person's head and shoulders. The dimensions '150px' and '180px' are displayed above and to the right of the image, respectively. A red arrow points to a 'Choose file' button located below the image. To the right of the 'Choose file' button is a text box containing 'No file chosen'. Below the photo section is an 'Events / Reminders' section with the text 'No events to display'. To the right of the photo section is the 'Personal Details' section, which contains the following information:

Student ID	[REDACTED]
Name	[REDACTED]
Date of Birth	[REDACTED]
Gender	Male
Nationality	British


Below the personal details is the 'Home Contact Details' section, which contains the following information:

Postcode	[REDACTED]
Address	[REDACTED]
Telephone 1	[REDACTED]
Mobile	[REDACTED]
Email	[REDACTED]



4. After selecting a file a warning will be displayed prior to uploading, informing you of any cut off dates and requirements for the image. Click the "Upload Photo" to finish the process

**Your Photo**



150px  
180px

Choose file me.jpg

Changes to your photo made after 10th August may not be reflected on your student card. Uploading a photo that is not a true likeness of yourself or is unsuitable for use on a student card will require you to pay for a replacement card

[Upload Photo](#)

5. You should now see your changed photo along with a success message

**Your Photo**



150px  
180px

Choose file No file chosen

Upload Successful