

Demonstration on Photo Upload for Student ID card

學生證相片上傳步驟

Welcome to the Student Card Photo Upload System!

Terms of Use
This system allows you to upload your own digital photo for use on the Student Card. By submitting a photo image through this system, your image data would be transferred to the Student Card Production System and be kept in the School record throughout your studies.

Distribution of Student Card
Please upload your photo in compliance with the [photo specification](#) by the **stipulated deadline** shown on the notification email. Your student card would be available for collection upon commencement of your study. Please click [here](#) to view Demonstration.

By submitting of your digital photo through this system, you can take photo with your favourite device that has a camera and can preview exactly what your photo will look like on your student identity card.

I understand the above and would like to

This website is best viewed with Firefox / Google Chrome.

1. Read the photo requirement by clicking "**photo specification**".

詳閱 [photo specification](#) 中所示相片規格。

Note: The system is best viewed with **FireFox / Google Chrome**.

註：此系統以 FireFox 或 Google Chrome 瀏覽為最佳

Photo specification 相片規格

Photograph requirements for Student Identity Card

Photo Specifications:

- The photo must be a recent passport style picture showing a full front view of face and without head coverings.
- The photo should be in colour, taken against a plain background.
- File Format: JPEG file format, file extension .jpg
- File Size: 200 kbytes - 2 Mbytes
- Dimensions:
 - a square aspect ratio
 - acceptable dimensions are from 600 x 600 pixels to 1200 x 1200 pixels

You can check image dimensions and size by listing the folder files or moving the mouse over the file image icon.

To resize a photo, you may go to <http://www.webresizer.com/resizer/> to chop or edit the photo.

Scanned photo

- Set the scanner resolution to a minimum of 300 dpi (dots per inch).
- Crop the image in the scanner to 600 x 600 pixels.

If an inappropriate or poor quality image is uploaded, you will be notified by email to provide an acceptable image. You may also be invited to send us a hardcopy of photo.

Examples of some unaccepted photos

2. Prepare a photo image according to the specification.

按相片規格所示，預備合適的影像檔案。

- 相片必須能正面清楚顯示學生的面容特徵，並且沒有頭飾阻擋
- 相片須為彩色近照，背景應為淨色
- 檔案類別：JPEG（副檔名為 .jpg）
- 檔案大小：200KB 至 2MB
- 尺寸：600 x 600 像素 至 1200 x 1200 像素

如以掃瞄器擷取相片，請將解像度設至300dpi或以上。

如上傳的相片不合規格或影像質素不佳，學院會發出電郵通知學生重新上載相片。如有須要，學院會要求學生提供證件相供學院擷取影像。



Student Card Photo Upload System

3. Input required information to login.
輸入資料登入。


Login

Student Number

Registration E-mail Address

First 4 Characters of HKID/Passport No.

Date of Birth Day Month 2019

Enter the 6 characters shown left-hand side next to 

3b. **Email address** – your registered email provided in your application form.

電郵地址 — 學生於申請入學時所填報的電郵地址。

3a. **Student Number** – 8-digit student number in your notification email.

學生編號 — 學院發出的電郵通知中所示的8位數字學生編號。

3c. **HKID/Passport No.** – the first 4 characters (e.g. input 'A123' for A123456(7)).

香港身分證/護照號碼 — 輸入頭4個字碼 (例如：如身分證號碼為 A123456(7)，請輸入 A123)。

3e. **Verification code** – input 6 characters shown within textbox for verification.

驗證碼 — 輸入方格內所顯示的6個字碼。

3d. **Date of Birth** – click the drop down arrows to select day, month and year.

出生日期 — 在選單中選取出生年、月、日。

only accessible upon your settlement of the first instalment of tuition fee.
contains information about photo specifications; steps and instructions to upload your photo and F

3) You can preview your photo image that will be displayed on the student card before SUBMISSION. Once the photo is submitted, it CANNOT be changed.



Student Card Photo Upload System

Hello!

Prepare your digital photo >>> Upload your digital photo <<< Crop your digital photo >>> Preview your

4. Read through steps 1 - 5 before clicking "Upload your digital photo".

詳閱步驟1至5，然後按 Upload your digital photo。

Steps 1 - 5
步驟1至5

1. Prepare your digital photo

Please refer to the Photo Specifications for acceptable digital photo format for the student card. If your mobile device does not have a camera, you may have your photo taken by retail establishments that offer passport photo services with a digital copy of the photo. You can then upload it to our system at ease.

2. Upload your digital photo

Go to Upload Photo. Click Browse to locate your file in your PC. Kindly note that you are allowed to upload photo 5 times only.

3. Crop your digital photo

Adjust the image and crop for selection.

4. Preview your digital photo

A preview of your photo image that conforms to the template used for student card would be displayed. You can at this stage Confirm or Cancel the photo you have uploaded. If you cancel your photo, click "Upload Photo" again and select another photo to upload.

5. Submit & Finish

If you accept the photo, submit it to the system for production of student card. Please be reminded again that once the photo is submitted, the upload function will be disabled and no change could be made afterwards.

Prepare your digital photo >>> Upload your digital photo >>> Crop your digital photo >>> Preview your photo >>> Submit & Finish

Photograph requirements for Student Identity Card



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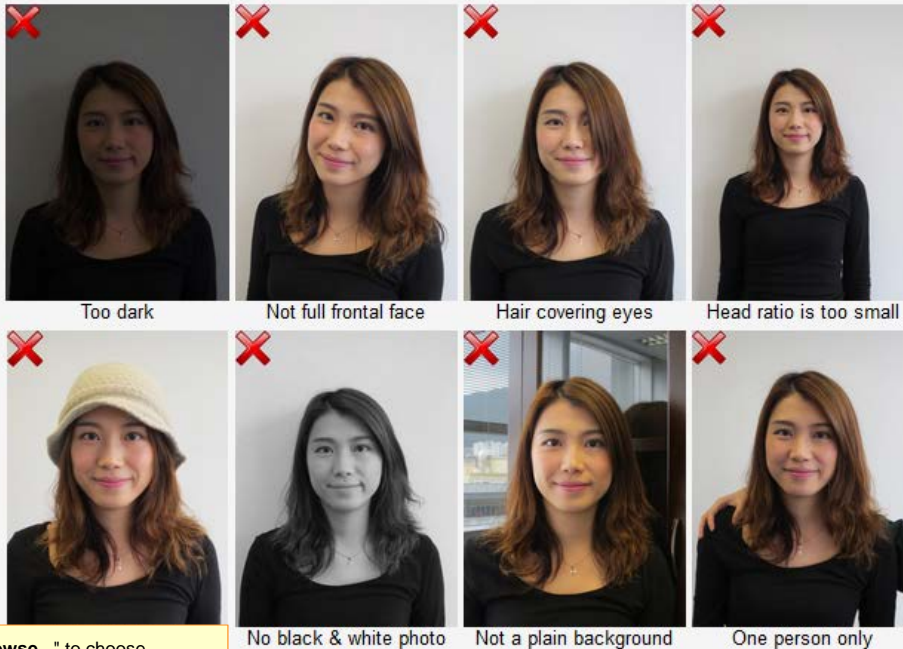
To resize a photo, you may go to <http://www.webresizer.com/resizer/> to chop or edit the photo.

Scanned photo

1. Set the scanner resolution to a minimum of 300 dpi (dots per inch).
2. Crop the image in the scanner to 600 x 600 pixels.

If an inappropriate or poor quality image is uploaded, you will be notified by email to provide an acceptable replacement, or will be invited to send us a hardcopy of photo.

Examples of some unaccepted photos



5. Click "**Browse...**" to choose appropriate photo to upload.
按 **Browse...**，然後選取將上載的圖檔。

Photo uploading

File location: No file selected.

(Remaining upload time:5)

6. Click "**Upload**".
按 **Upload** 上載。

Student Card Photo Upload System Hello!

Prepare your digital photo >>> Upload your digital photo >>> Crop your digital photo

7. **Click and drag** the image to make selection. Cropped photo will be shown on the sample student card for your preview.

按住並移動圖像方塊以選取所需部份，並可擴展或縮小圖像方塊以截取合適的影像。截取的影像會同步顯示在模擬學生證上供學生預覽。

Student Card Photo Upload System Hello!

SIGN OUT

Prepare your digital photo >>> Upload your digital photo >>> Crop your digital photo >>> Preview your photo >>> Submit & Finish

Click "Rotation" to rotate photo if necessary.

如有須要，按 Rotation 將影像旋轉至正確的方向。

8. Click "**Crop Image**" if you are satisfied with the preview. If not, you can choose another photo by clicking "**Upload your digital photo**" again. Note that you only have **5 attempts**.

調較至合適的影像範圍後，按 **Crop Image** 截圖。如有須要，可在頂項選取 **Upload your digital photo** 重新上載另一相片圖檔並重新截圖。每人最多可嘗試**5次**。

Student Card Photo Upload System

Hello!

SIGN OUT

Prepare your digital photo >>> Upload your digital photo >>> Crop your digital photo >>> **Preview your photo** >>> Submit & Finish

STUDENT

Terms & Conditions

I hereby certify that the photo photo will be used for the issu other official purposes.

我確認上載的相片影像為本人的真實面貌，亦明白此影像將用作印製本人的學生證，並於遇有必要狀況時，供學院使用。

submit back

9. Tick to agree Terms & Conditions.
按此表示同意條款及細則。

10. Click to submit.
按 submit 遞交相片。

Student Card Photo Upload System

Hello!

SIGN OUT

Upload your digital photo >>> Crop your digital photo >>> Preview your photo >>> **Submit & Finish**

STUDENT

Thank you for your submission of Photo.

Your reference ID: 88000000000000000000

back to home page

11. You will see this page once the photo is submitted successfully. No change could be made after submission.
成功遞交後，此頁面即會出現。所遞交的影像將不能再作修改。

12. Click "back to home page" or "SIGN OUT" to quit.
按 back to home page 或 SIGN OUT 離開系統。