Albany State University
Online Photo Submission Guide for Ram Card on Desktop

Disclaimer:

Known Issues

1. IE may not work well -

   a. Note: Submitting photos from an Internet Explorer Browser may require that you add onlinephoto.transactcampus.net to your trusted sites.

   b. If using Internet Explorer to submit a photo, first submit the photo then close all instances of your browser and re-click the invitation link."

2. Recommended Browser: Currently Online Photo Submission works best with Google Chrome.

Step 1

Log-in To Upload Your Picture Using the Link Below:

e-Account Login Link: https://www.asurams.edu/photo

1. Enter user credentials

If unable to log in due to password failure, follow instructions below; otherwise go to Checkpoint below

Update Your Login Information

1. Log in to your email account at https://outlook.office365.com
2. Click on your profile picture > My Account as shown below:

Albany State Ram Card Photo Online Submission Guide
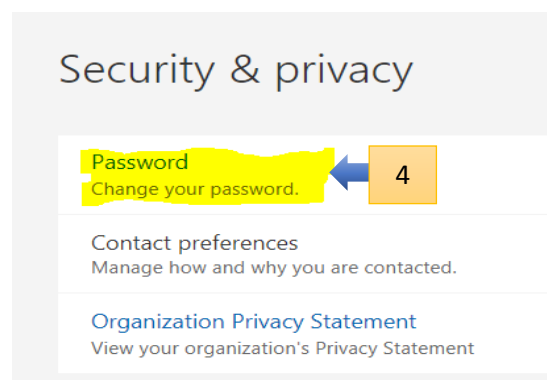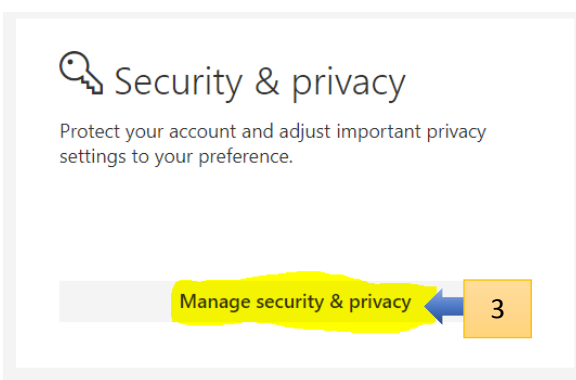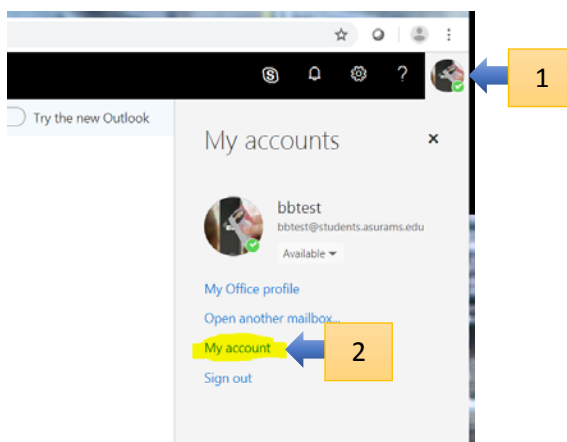
change password

User ID
bbtest@students.asurams.edu

Old password

Create new password

Confirm new password

submit   cancel

3. Select 'Manage security & privacy'
4. Select 'Password'
5. Complete the password reset fields
6. Click on 'Submit' to confirm
7. Reattempt log-in (Repeat Step 1 using your new credentials)

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Checkpoint!

Once you are successfully logged in the screen below should appear. Go to Step 2

If the screen below appears after logging in

Consider the following:

1. Call the Helpdesk at 229-500-HELP(4357) or
2. Send an email to Cardservices@asurams.edu with the subject: "e-Account"

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Step 2

Desktop

CLICK ON 'PROFILE'
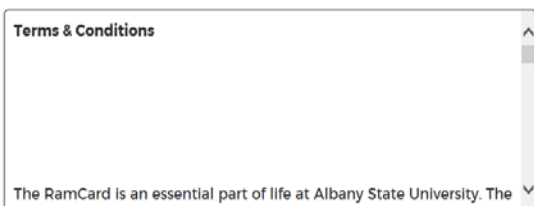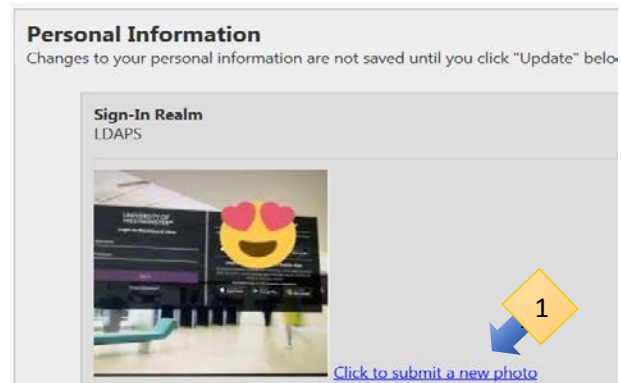

GO TO PERSONAL INFORMATION & CLICK ON LINK

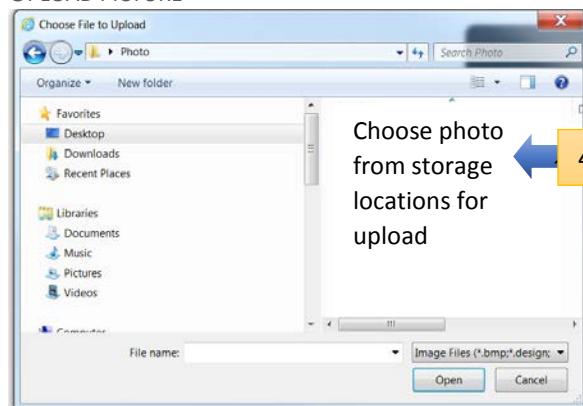ACCEPT TERMS AND CONDITIONS

SUBMIT A NEW PHOTO, CLICK HERE
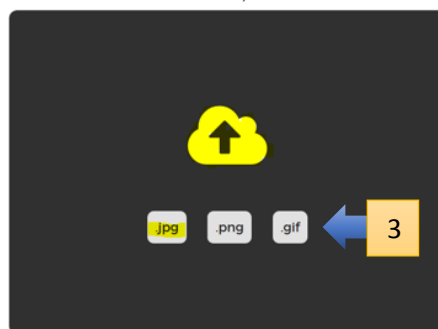
UPLOAD PICTURE

Choose photo from storage locations for upload

REVIEW PHOTO
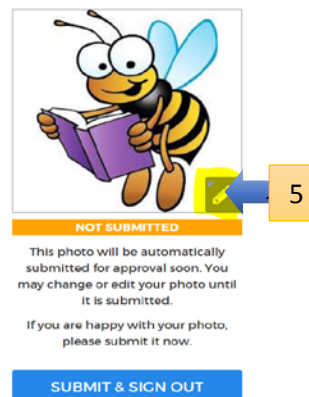
Albany State Ram Card Photo Online Submission Guide

CLICK THE LINK (TO EDIT)

Note: Move cursor outside the black section to see the edit option at the bottom

You may also edit your existing photo. 6
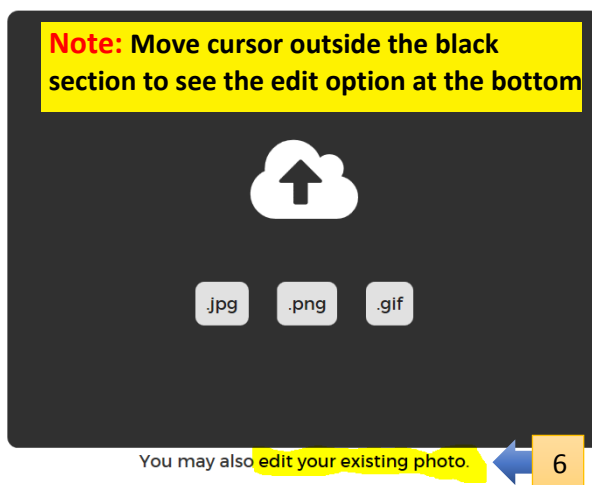
CROP/ADJUST IMAGE SIZE

Adjust the white boundary to make corrections to your picture as desired. When done, click save changes.

SAVE CHANCES

UPLOAD NEW PHOTO

7

CONFIRM PHOTO SUBMISSION

You're Almost Done!

Done! It is time to submit your photo. Click submit and sign out

NOT SUBMITTED

This photo will be automatically submitted for approval soon. You may change or edit your photo until it is submitted.

If you are happy with your photo, please submit it now.

SUBMIT & SIGN O[U] 8

Thank you!

Your photo has been submitted and will be reviewed soon. We will let you know via email if there is anything else you need to do.

If you have any questions, please contact **Albany State University** at Blackboard Online Photo Submission <no-reply@blackboard.com>.

If you see this on the screen, you have successfully submitted your picture and you should get an email through your University account confirming that. In case you are not satisfied with your picture, go through the steps again to submit another photo.

Albany State Ram Card Photo Online Submission Guide

iOS

e-Account Login Link: https://asurams.edu/photo

Log into eAccount

GO TO e-ACCOUNT LOGIN PAGE
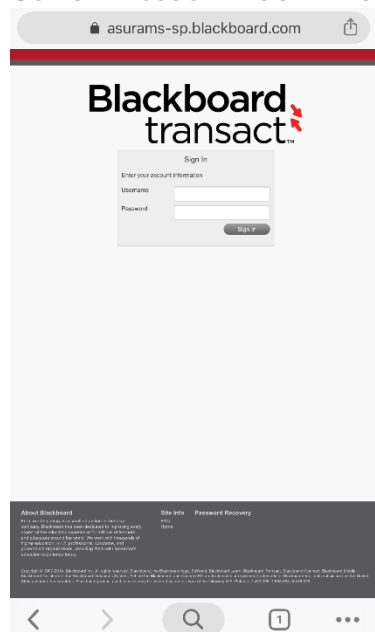
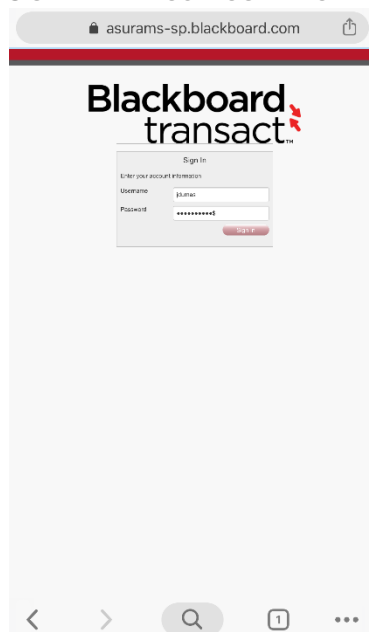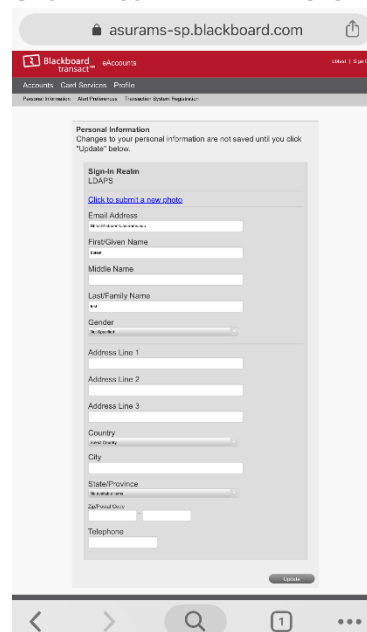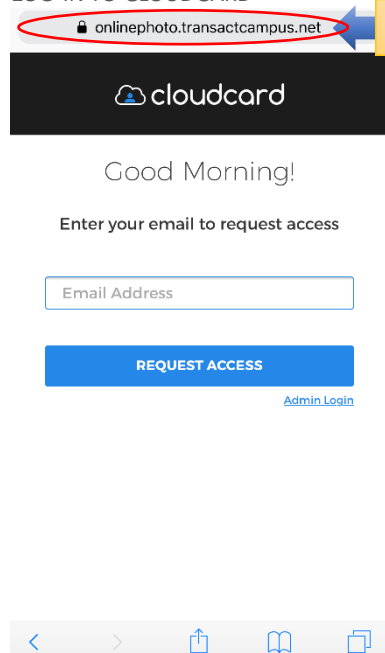SIGN IN WITH YOUR LOGIN INFO
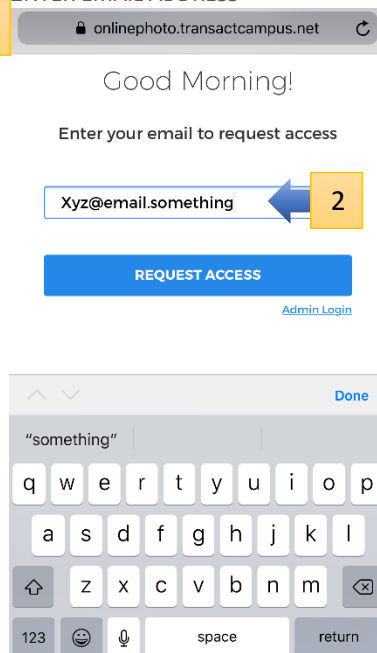
CLICK THE SUBMIT A NEW PHOTO LINK
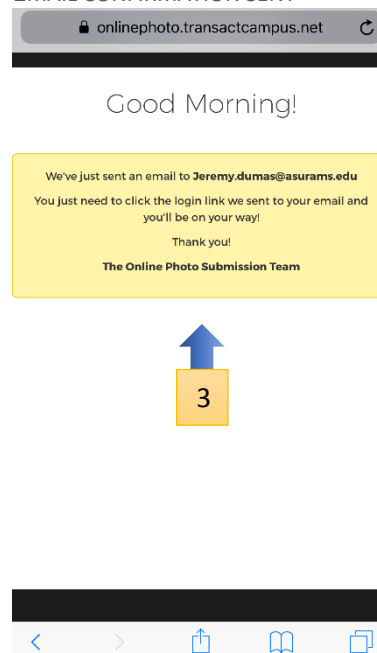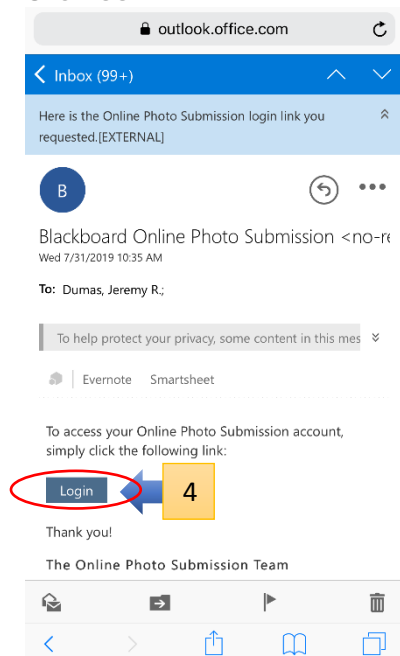
Submit Photo

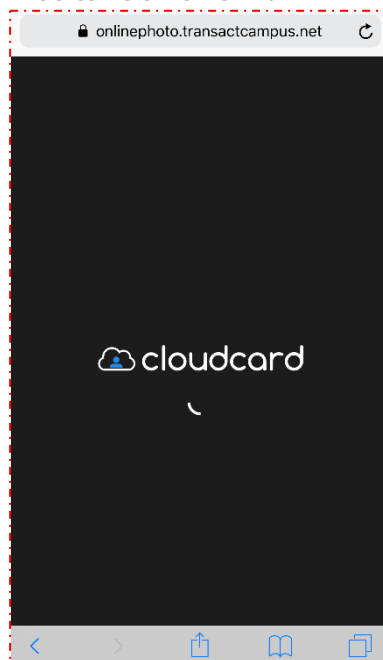LOG-IN TO CLOUDCARD

ENTER EMAIL ADDRESS

EMAIL CONFIRMATION SENT

(Note: After eAccount login, steps 1 thru 4 may be required; otherwise skip to Step 5.)

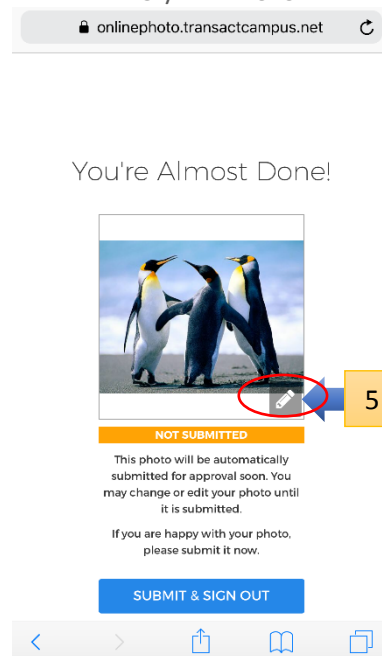Albany State Ram Card Photo Online Submission Guide

CLICK LOGIN

🔒 outlook.office.com

❮ Inbox (99+)

Here is the Online Photo Submission login link you requested.[EXTERNAL]

Blackboard Online Photo Submission <no-re
Wed 7/31/2019 10:35 AM

To: Dumas, Jeremy R.;

To help protect your privacy, some content in this mes

Evernote   Smartsheet

To access your Online Photo Submission account, simply click the following link:

Login   **4**

Thank you!

The Online Photo Submission Team

PROCESSING CHECKPOINT!

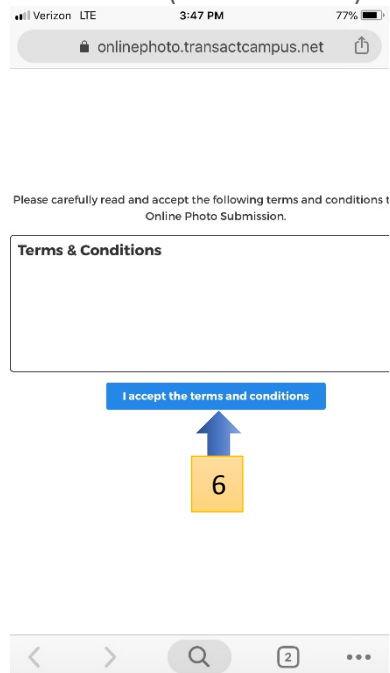🔒 onlinephoto.transactcampus.net

☁ cloudcard

(Note: After clicking link from email, it should redirect to this page and login. Contact the helpdesk at 229-500-HELP (4357) if you experience issues.)

REVIEW IMAGE/EDIT PHOTO

🔒 onlinephoto.transactcampus.net

You're Almost Done!

5

NOT SUBMITTED

This photo will be automatically submitted for approval soon. You may change or edit your photo until it is submitted.

If you are happy with your photo, please submit it now.
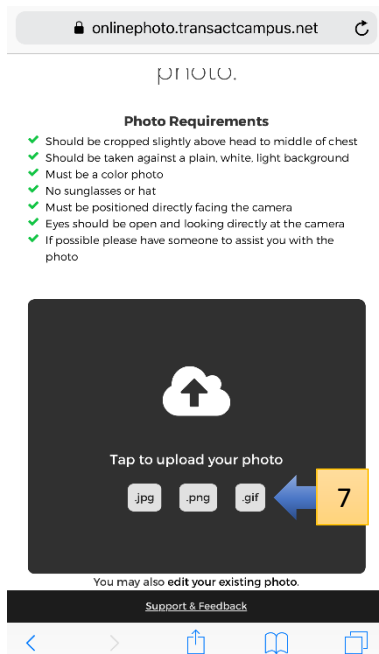
SUBMIT & SIGN OUT

First-time users may not see this screen and may skip to Step 6. To edit photo, see section below entitled 'Edit Photo'
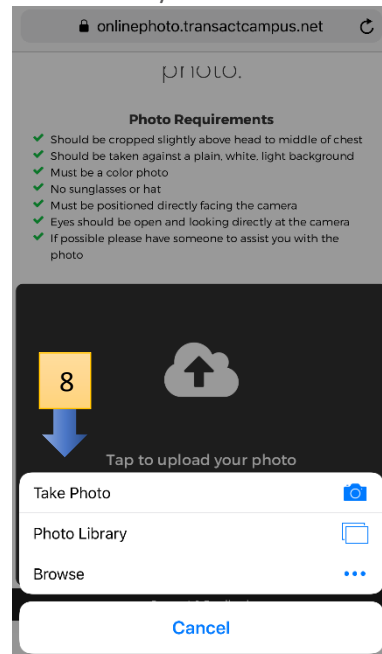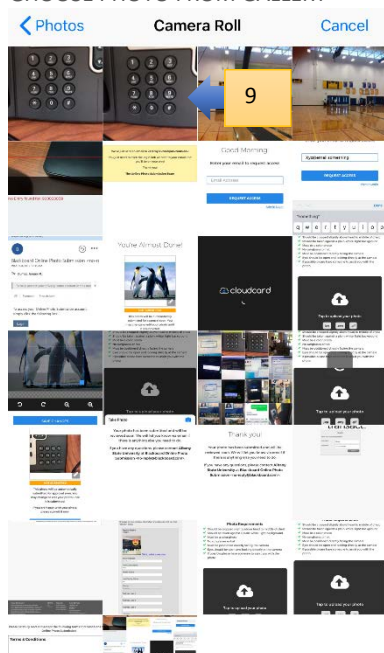
ACCEPT TERMS (FIRST-TIME USER)

📶 Verizon LTE   3:47 PM   77% 🔋

🔒 onlinephoto.transactcampus.net

Please carefully read and accept the following terms and conditions t Online Photo Submission.

Terms & Conditions

I accept the terms and conditions

6

UPLOAD PHOTO

🔒 onlinephoto.transactcampus.net

photo.

Photo Requirements
- ✓ Should be cropped slightly above head to middle of chest
- ✓ Should be taken against a plain, white, light background
- ✓ Must be a color photo
- ✓ No sunglasses or hat
- ✓ Must be positioned directly facing the camera
- ✓ Eyes should be open and looking directly at the camera
- ✓ If possible please have someone to assist you with the photo

☁

Tap to upload your photo

.jpg   .png   .gif   **7**

You may also **edit your existing photo.**

Support & Feedback

SELECT PHOTO/TAKE PHOTO

🔒 onlinephoto.transactcampus.net

photo.

Photo Requirements
- ✓ Should be cropped slightly above head to middle of chest
- ✓ Should be taken against a plain, white, light background
- ✓ Must be a color photo
- ✓ No sunglasses or hat
- ✓ Must be positioned directly facing the camera
- ✓ Eyes should be open and looking directly at the camera
- ✓ If possible please have someone to assist you with the photo

8

☁

Tap to upload your photo

Take Photo   📷
Photo Library   ▣
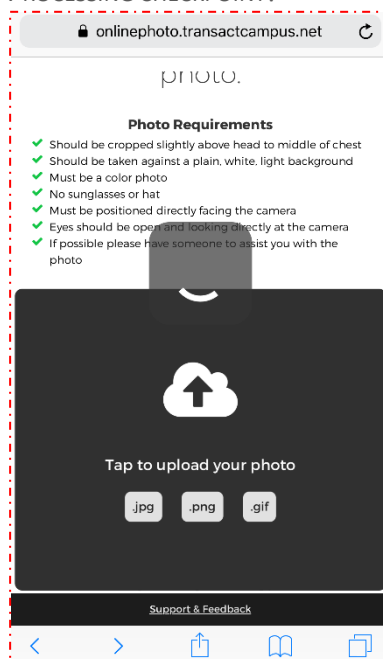Browse   •••

Cancel

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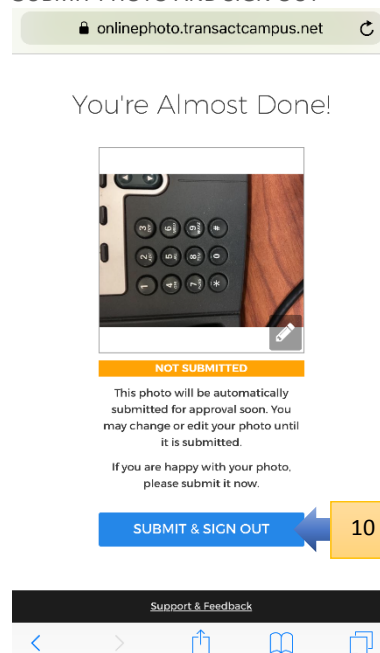
CHOOSE PHOTO FROM GALLERY

PROCESSING CHECKPOINT!

(Note: After clicking image of choice, it should begin to process and upload your photo. Contact the helpdesk at 229-500-HELP (4357) if you experience issues.)
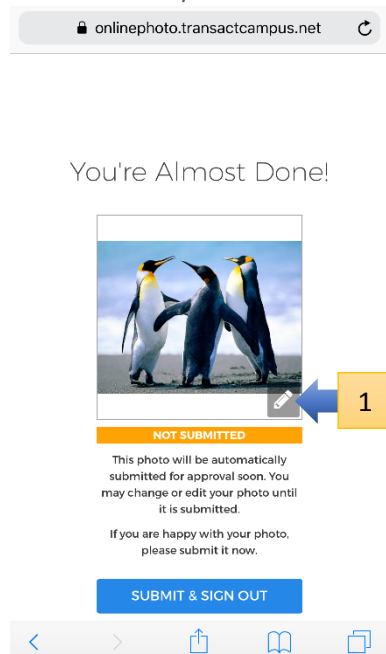
SUBMIT PHOTO AND SIGN OUT
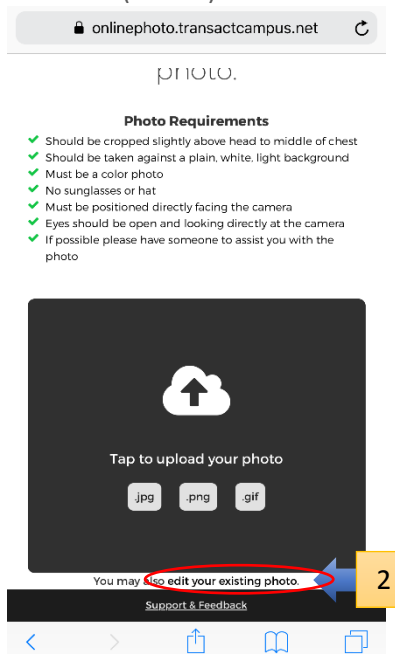
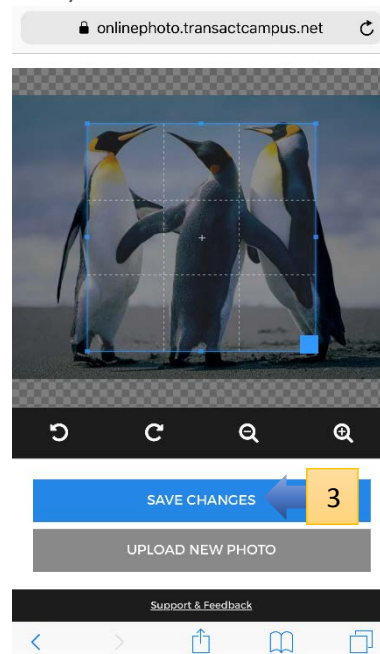Albany State Ram Card Photo Online Submission Guide

iOS continued

Edit Photo

PREVIEW PHOTO/LAUNCH EDIT TOOL

CLICK LINK (TO EDIT)

CROP/ADJUST IMAGE SIZE

You're Almost Done!

NOT SUBMITTED

This photo will be automatically submitted for approval soon. You may change or edit your photo until it is submitted.

If you are happy with your photo, please submit it now.

SUBMIT & SIGN OUT

photo.

Photo Requirements

✓ Should be cropped slightly above head to middle of chest
✓ Should be taken against a plain, white, light background
✓ Must be a color photo
✓ No sunglasses or hat
✓ Must be positioned directly facing the camera
✓ Eyes should be open and looking directly at the camera
✓ If possible please have someone to assist you with the photo

Tap to upload your photo

.jpg   .png   .gif

You may also edit your existing photo.

Support & Feedback

SAVE CHANGES

UPLOAD NEW PHOTO

Support & Feedback

Adjust the blue boundary to make corrections to your picture as desired. When done, click save changes.
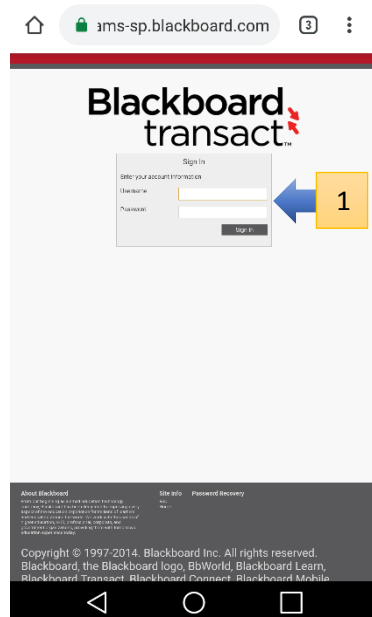
Albany State Ram Card Photo Online Submission Guide
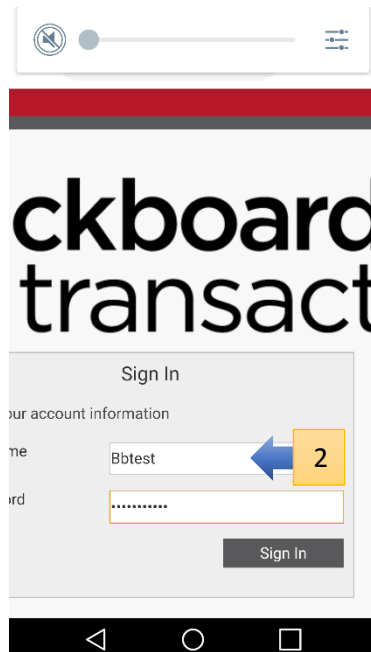
Android

e-Account Login Link: https://asurams.edu/photo

Submit Photo

GO TO e-ACCOUNT LOGIN PAGE

SIGN IN WITH YOUR LOGIN INFO

CLICK THE SUBMIT A NEW PHOTO LINK

ACCEPT TERMS (FIRST-TIME USER)

REVIEW IMAGE/EDIT PHOTO

This photo will be automatically submitted for approval soon. You may change or edit your photo until it is submitted.

UPLOAD PHOTO

Take or upload your ID photo.

Photo Requirements

✓ Should be cropped slightly above head to middle of chest
✓ Should be taken against a plain, white, light background
✓ Must be a color photo
✓ No sunglasses or hat
✓ Must be positioned directly facing the camera
✓ Eyes should be open and looking directly at the camera
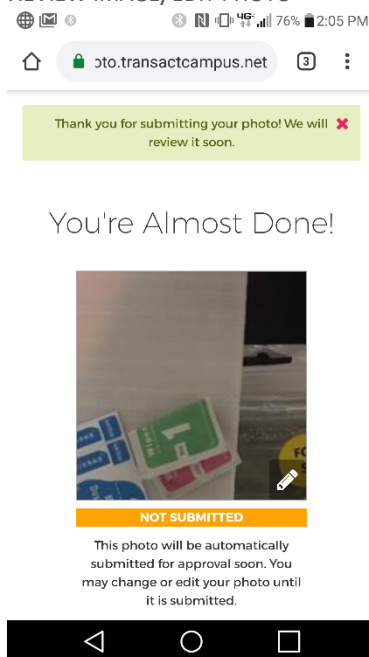✓ If possible please have someone to assist you with the photo

Albany State Ram Card Photo Online Submission Guide

CROP/ADJUST IMAGE SIZE

REVIEW IMAGE/EDIT PHOTO

SUBMIT PHOTO AND SIGN OUT

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