Overview of the Husky One Card

It is the goal of the University to enable students, faculty and staff to access many services on campus using their Husky One Card (the UConn ID card). The Husky One Card is the official UConn ID and is currently used to access many of the facilities on and around campus, including the Recreation Facility. The Husky One Card also serves as the University Library Card and should be used for printing on campus.

In addition, all Husky One Cards have been set up with a Husky Bucks account. Husky Bucks is a debit-like account that is accessed using the Husky One Card. After students, faculty and staff deposit money into their Husky Bucks account, they can present their Husky One Card as a form of payment to purchase goods and services on and off campus.

I. Online Photo Submission (via the Web)

To upload your photo for your Husky One Card, follow the steps below:

1. Go to http://onecard.uconn.edu/ and click on the “Cardholder Login” button to the right of the scrolling photos.

2. You will be brought to the NetID login page. Enter your NetID and password, and then click “Login”.

![Image of Cardholder Login](image-url)

![Image of NetID Single Sign On](image-url)
3. As you are logging in, you will see the following:

![Processing...]

4. In the menu bar, under the “Navigate” section, click on the link labeled “Photo Upload”.

![Photo Upload]

5. Read through the Cardholder Agreement, then scroll to the bottom of the screen and click on “Agree”.

![Agree]

6. You are now on the Photo Upload page. Listed are the guidelines for submitting a photo. Please adhere to these guidelines to minimize the possibility of your submitted photo being rejected.

**Photo Upload Guidelines**
- JPEG format, color photo (no black and white)
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or ¾ angle)
- No hats, caps, scarves, or sunglasses
- No copyrighted photos or proofs
- No animals or props
- No photo filters
- Solid light background
- No shadows on face
- A straight face or smile – no funny faces, please
- **NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.**

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1 You must agree to the Terms and Conditions (also known as the Cardholder Agreement) before you can receive a Husky One Card.
7. Type in the email address you most frequently use (preferably your UConn email). This is the email we will use to communicate with you regarding your submitted photo.

8. UConn Students, select the UConn campus you will be attending the majority of your classes. UConn Faculty, staff, etc., select the UConn Campus that is your primary campus. (This is also the location where you will be picking up your Husky One Card.) Please view locations below:

   **UConn Storrs:** 233 Glenbrook Rd. - One Card Office 2nd Floor, Rm 207
   
   **UConn Avery Point:** 1084 Shennecossett Rd. - Library, 1st Floor
   
   **UConn Law:** 39 Elizabeth St. - IT Help Desk, Rm 234
   
   **UConn Stamford:** 1 University Place - Registrar/Bursar’s Office, Rm 121
   
   **UConn Waterbury:** 99 East Main St. - Student Lounge, Rm 107B
   
   **UConn Hartford** (Undergraduate and School of Social Work) 10 Prospect St. - Office of Student Services, Rm 106
   
   **UConn Downtown Hartford** (Graduate Business Learning Center) 100 Constitution Plaza - Business Office Suite 503

9. Click on “Browse” to find the head shot photo you want to upload. Select the JPEG file you want to upload and click ‘Open’. The title of your file will now appear next to the “Browse” button.

10. Click on the “Upload Photo” button. This will upload your photo for the next step – cropping.

11. Step 2 – Crop Image

   Crop Image by moving the image around in the photo box or by adjusting the photo utilizing the + and – symbols. Once you have sized and positioned the photo in the cropping box as appropriate, click on the green “Cropping” icon. **You should crop your image leaving some space above the top of your head to just below your shoulders.**
12. Click on the “Crop & Save Photo” button below your photo and then “Confirm.”
13. You should now see “Status: Pending” below “Most Recently Uploaded Image:” at the bottom of the upload page. “Status: Pending” means that it has not yet been “Approved” nor has it been “Rejected” and may still be waiting for approval on the administration side.

14. The Husky One Card office will review your submission and approve or reject the photo (with a reason as to why), and will then send you an approval/rejection email at the email address you provided on the form. If your photo was rejected, please resubmit another one.
II. **Online Photo Submission (via Mobile Device)**

**Uploading your One Card Photo via the Mobile Website**

1. Sign into your Internet Browser.
2. Go to [http://onecard.uconn.edu/](http://onecard.uconn.edu/) and click on the “Cardholder Login” button under “Manage Husky One Card.”

3. You will be brought to the NetID login page. Enter your NetID and password, and then click “Login.”

4. As you are logging in, you will see the following:

5. Once you have successfully logged in, you will be brought to the Main Page. At this point you will need to select the menu button.
6. Your information will then appear.

7. Scroll down the Menu options and choose “Photo Upload” under the “Navigate” section.

8. Read through the Cardholder Agreement Terms and Conditions, then click on “Agree”.

9. You are now on the Photo Upload page. Listed are the guidelines for submitting a photo. Please adhere to these guidelines to minimize the possibility of your submitted photo being rejected.

   **Photo Upload Guidelines**
   - JPEG format, color photo (no black and white)
   - Photo must be from the top of shoulders to top of head with some blank space above the head
   - Looking straight ahead (no profile or ¾ angle)
   - No hats, caps, scarves, or sunglasses

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2 You must agree to the Terms and Conditions (also known as the Cardholder Agreement) before you can receive a Husky One Card.
• No copyrighted photos or proofs
• No animals or props
• No photo filters
• Solid light background
• No shadows on face
• A straight face or smile – no funny faces, please
• **NOTE: If your photo does not accurately represent you, you will be asked to retake your picture in the One Card Office before we issue your card to you.**

10. Type in the email address you most frequently use (preferably your UConn email). This is the email we will use to communicate with you regarding your submitted photo.

11. UConn Students, select the UConn campus you will be attending the majority of your classes. UConn Faculty, staff, etc., select the UConn Campus that is your primary campus. (This is also the location where you will be picking up your Husky One Card.) Please view locations below:

**UConn Storrs:** 233 Glenbrook Rd. – One Card Office 2nd Floor, Rm 207

**UConn Avery Point:** 1084 Shennecossett Rd. - Library, 1st Floor

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**UConn Stamford:** 1 University Place - Registrar/Bursar’s Office, Rm 121

**UConn Waterbury:** 99 East Main St. - Student Lounge, Rm 107B

**UConn Hartford:** (Undergraduate and School of Social Work) 10 Prospect St. - Office of Student Services, Rm 106

**UConn Downtown Hartford:** (Graduate Business Learning Center) 100 Constitution Plaza - Business Office Suite 503

12. Click on “Choose File” to find the photo you want to upload. Select the JPEG file you want to upload, (at this point you will also be given the chance to take a photo). The title of your file will now appear next to the “Choose File” button.

13. Click on the “Upload Photo” button. This will upload your photo for the next step – cropping.

14. Step 2 – Crop Image

Crop Image by moving the image around in the photo box or by adjusting the photo utilizing the + and – symbols. Once you have sized and positioned the photo in the cropping box as appropriate, click on the green “Cropping” icon. **You should crop your image leaving some
space above the top of your head to just below your shoulders. Click on the “Crop & Save Photo” button below your photo.

15. Now you may select “Confirm.”

16. Above your submitted photo you will see a status “Status: Pending.” “Status: Pending” means that it has not yet been “Approved” nor has it been “Rejected” and may still be waiting for approval on the administration side.

17. The Husky One Card office will review your submission and approve or reject the photo (with a reason as to why), and will then send you an approval/rejection email at the email address you provided on the form. If your photo was rejected, please resubmit another one.

18. You may now close your browser or go back to the main menu.