

IMPERIAL

Step-by-step student guide:

How to upload a photo ID on My Imperial

Introduction

Accessing the “My ID photo” tile

- ❑ Please wait until you receive an email inviting you to upload your photo. You will not be able to see “My ID photo” tile until then.

Uploading your photo

- ❑ You can upload your ID photo up to 3 days before your course starts.
- ❑ If you do not upload it in time, you will need to visit the Security Office in person to take your photo. There might be long lines, so it is best to upload online as soon as possible.

Help and support

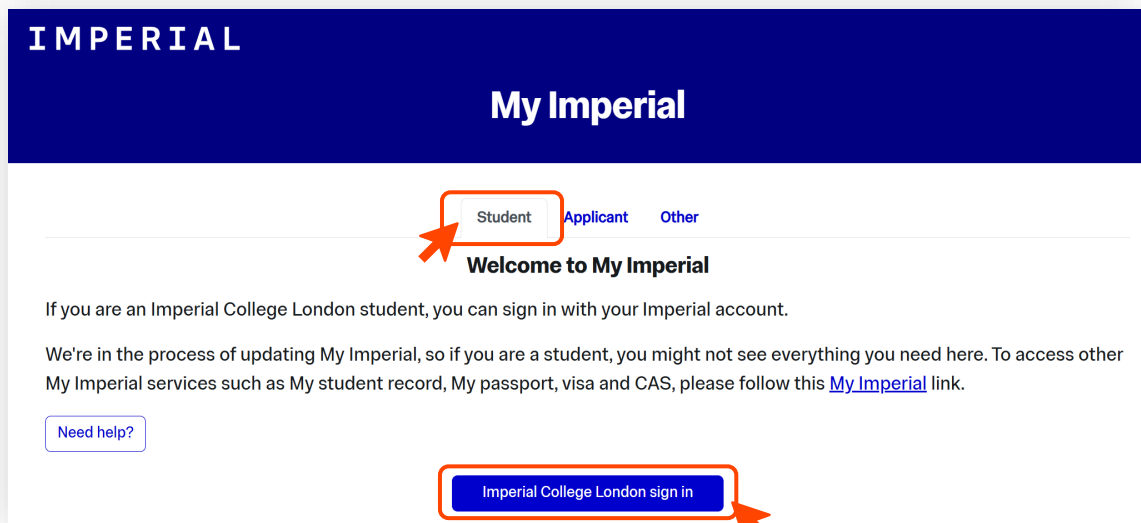
- ❑ For technical issues, contact the [ICT Service Desk](#).
- ❑ For other questions, please contact your department.

1

Navigate to <https://myimperial.powerappsportals.com/>

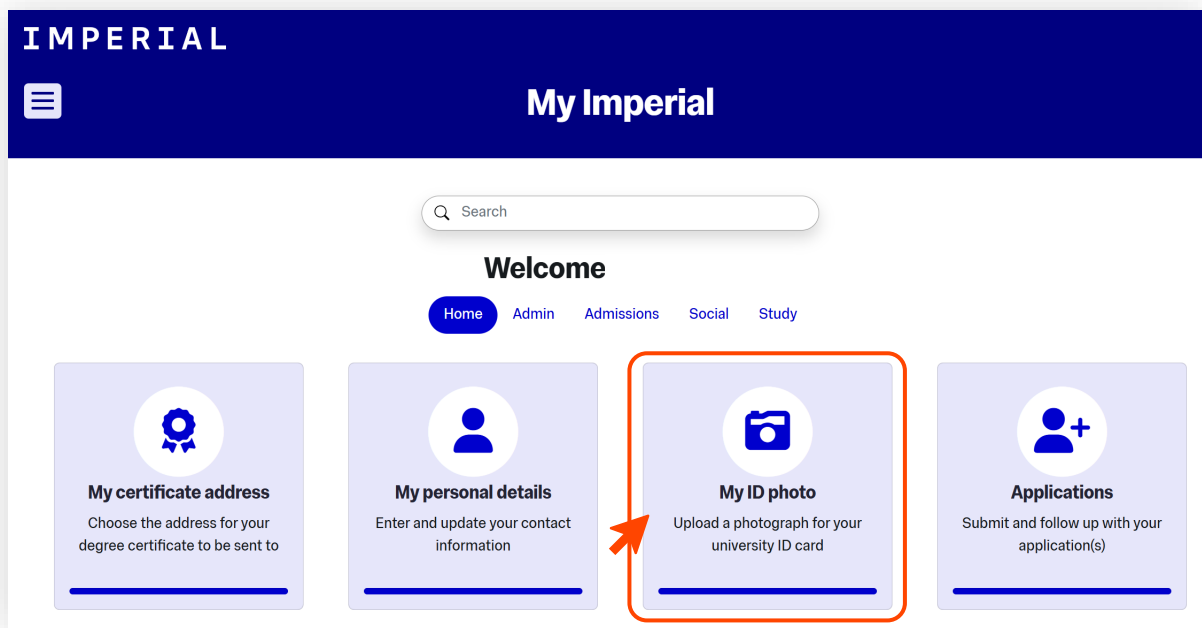
2

Click on the “Imperial College London sign in” button under the “Student” tab and enter your Imperial username and password.



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3 Click on “My ID photo” tile.



4 Ensure your photo meets the specific requirements listed on the upload page.

STEP 1

Review photo requirements

What to do

- ✓ use white or plain light background
- ✓ make sure the photo is clear and in sharp focus
- ✓ ensure the photo is in colour
- ✓ ensure you are facing forward and looking straight at the camera
- ✓ ensure the photo is at least 480 pixels wide and 640 pixels tall
- ✓ keep the file size under 6MB

What not to do

- ✗ not have hair covering your eyes
- ✗ not have a head covering (unless it's for religious or medical reasons)
- ✗ not have anything covering your face
- ✗ not be too far away from camera
- ✗ not include other people or objects in the photo

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5 Click “Choose file” to select your photo.

STEP 2

Upload your photo

Make sure your photo is no more than 6MB and is in PNG/JPEG/JPG format.

Upload photo

Choose file

No file chosen

6 If you are happy with the uploaded photo, click on “Submit your photo” button.

STEP 3

Submit your photo

If your photo doesn't meet the Imperial College London requirements, you will be asked to upload a new one.

Submit your photo

7 The system will automatically check if your photo meets the requirements. This takes a few minutes, after which you can refresh the page to see the decision.

Your ID photo has been submitted and is currently being reviewed. We will notify you of the outcome.

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8 If your photo is rejected because it does not meet the requirements, you will be asked to upload a new one. You will be able to see the reasons for the rejection on the photo upload page.

Thank you for uploading your Imperial College London identity card photo in My Imperial, however unfortunately it failed validation for the following reason(s):

- Other people or objects in the photograph

Please re-submit a new ID photo.

If you are unable to upload your photo using this system, you can have your picture taken at the ID Office. However, this is best avoided as queues at the start of term are large.