Online ID Card Photo Submission Instructions

1. Point your browser to Xavier University of Louisiana's website [www.xula.edu]. On the top of the page, click on the "**XCard**" link as shown below.

2. On the XCard Account Management page, enter your XULA network username and password. If you have not changed it, this password is set to **Xav#####**, where the hash tag symbols represent the last five (5) digits of your XULA student ID number (this number starts with 900).

If you are not able to login to this site, please contact the ITC Helpdesk (504-520-7446) during normal business hours (M-F 7:30 AM to 5:30 PM Central) to get assistance.

3. Click on the "**Profile**" link at the top of the page as shown below.
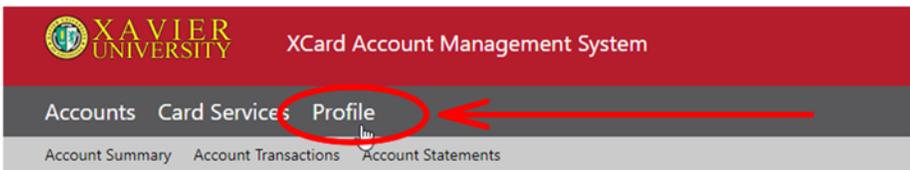
4. Under the "**Personal Information**" section, click on the "**Click to submit a new photo**" link as shown below. This will open the photo submission website in a new browser tab or window.
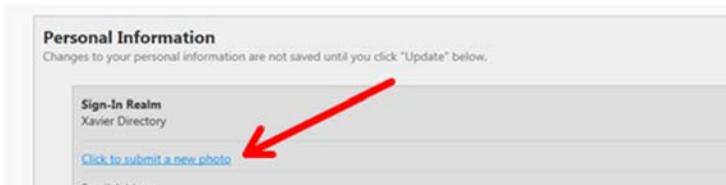
5. Upload your photo by taking a picture using the camera on the device used to access the website, or select an existing image on your device which meets the submission criteria. The submitted photo must meet the following requirements:

- **Must be positioned directly facing the camera**
- **Camera must be held at a straight angle when taking the photo**
- Should be cropped slightly above head to middle of chest.
- Should be taken against a plain, white background

- Must be a color photo
- Must not include eyeglasses, sunglasses or hat
- Eyes should be open and looking at the camera
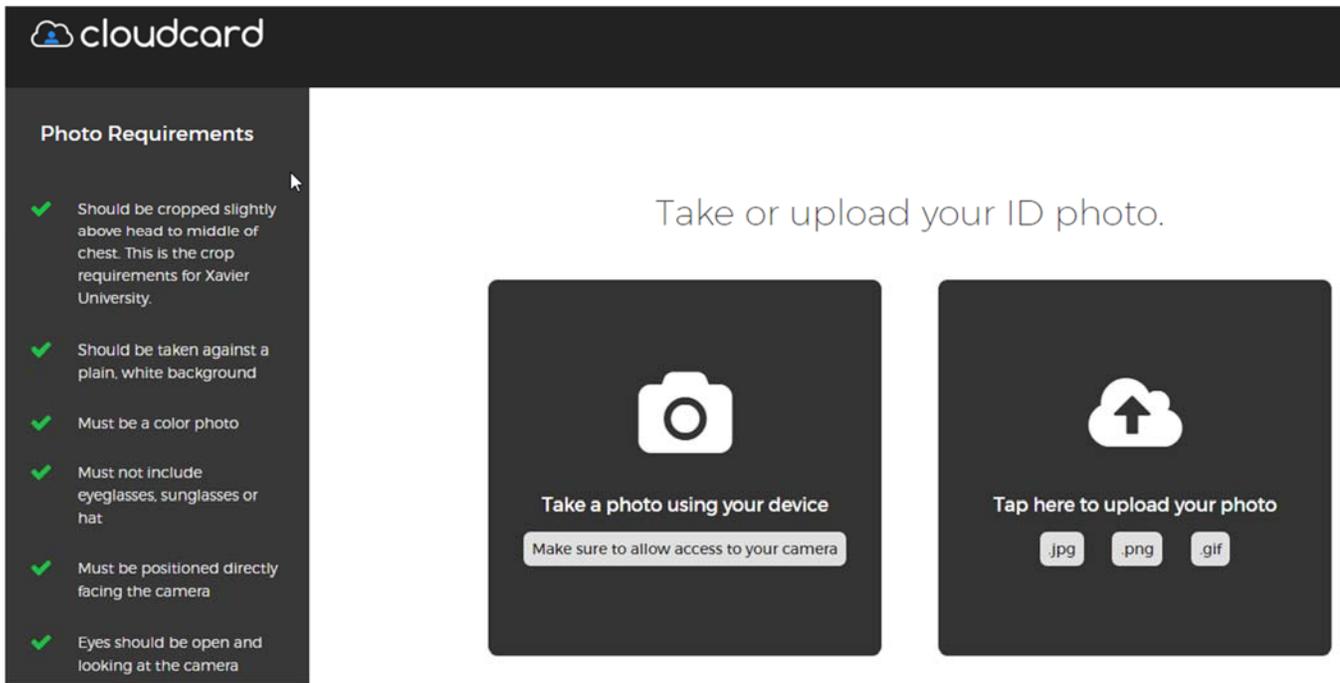
Once you upload your photo, you will get a "**Thank you!**" message informing you that your photo submission is now waiting on approval by the Campus Card Office.

6. Click on the blue "**Sign Out**" link at the top-right corner of the page to logout of the photo submission site. Click on the "**Sign Off**" link at the top of the "**XCard Management site**" to logout.

7. You will receive an email stating that your photo was approved or denied. This email will be sent to your XULA email address. If your photo is approved, there is no further action required on your part.

8. If you receive an email stating that your photo submission was denied, you will need to resubmit a different photo, repeating all of the steps shown above. The denial email will contain a button labeled "**Submit a New Photo**" as shown below. Click on that button to start the resubmission process.

The ID card will be printed once a student is fiscally cleared, and may be picked up from Room 122 in the University Center during normal business hours (M-F 8:30 am to 4:30 pm). (**DURING NEW STUDENT ORIENTATION, ONLINE PHOTOS SUBMITTED PRIOR TO AUG 8 MAY BE PICKED UP IN THE CONVOCATION CENTER. PICTURES WILL BE TAKEN IN THE UNIVERSITY CENTER ROOM 122**).

If you have any questions please call the Campus Card Office at 504-520-5780.