Omnivox Photo ID Upload

Omnivox Home Page

Omnivox Photo ID Upload

Photo ID Instructions

Personal file for Students

Photo ID

This service allows you to transmit your photo ID to the college. By transmitting your photo electronically, you need not have your photo taken at the college.

Your photo will be used to produce your College student ID card and will be saved in your College student file for identification purposes. Your photo will also be used on the Omnivox platform of your institution.

What is a Student ID Card? ⌄

What should I do in the case that my ID card is lost or stolen? ⌄

No photo in your file

Transmit your photo ID
Complete your file by submitting a photo to the college
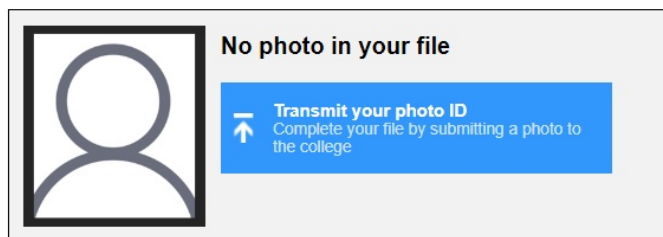
◁ Personal file for Students

Omnivox Photo ID Upload

Steps 1 & 2

Personal File for Students
Photo ID

1 **Select a photo that meets the criteria**
You are about to transmit your photo to the college. This photo will be used for your student ID card among other things and used for communication purposes on the Omnivox platform.

You need to provide a recent photo, taken within the last six months, that meets the criteria, otherwise you will be required to submit a new photo.

Selection criteria for the photo:

- **Appear alone**
  You must be alone in the photo. You must be the main subject in the photo.

- **Eyes and position of the face**
  You must be facing the camera. Your head must be straight and your face unobstructed. You face must be centered within the frame of the photo.

- **Photo quality**
  The photo must be clear, the focus on your face.

- **Lighting / contrast / colours**
  The photo must be neither overexposed or under-exposed. It must be properly contrasted, without shadows on your face or in the background.

- **Background**
  The background must be solid, in a clear colour (white, light blue or light grey).

- **The head**
  Hats and sunglasses are not permitted. Note if you wear glasses, it is not necessary to remove them.

Examples meeting the positioning criteria

Examples that do not meet the positioning criteria

2 **Upload the selected photo**
Select a photo that meets the criteria below by pressing on *Browse*.

Photo file   Choose File   No file chosen

Email

This email address will be used by Omnivox to send you a notice in case of problems with the photo uploaded or when the photo will be accepted.

◀ Back   ✔ Continue   Cancel

Omnivox Photo ID Upload

Step 3

Omnivox Photo ID Upload

Step 4

Personal File for Students
Photo ID

4 Check the positioning criteria
Here is the photo that will be saved in your student file.

Make sure that the photo meets the selection criteria.

Selection criteria for the photo:

- **Appear alone**
  You must be alone in the photo. You must be the main subject in the photo.

- **Eyes and position of the face**
  You must be facing the camera. Your head must be straight and your face unobstructed. You face must be centered within the frame of the photo.

- **Photo quality**
  The photo must be clear, the focus on your face.

- **Lighting / contrast / colours**
  The photo must be neither overexposed or under-exposed. It must be properly contrasted, without shadows on your face or in the background.

- **Background**
  The background must be solid, in a clear colour (white, light blue or light grey).

- **The head**
  Hats and sunglasses are not permitted. Note if you wear glasses, it is not necessary to remove them.

✕ Cancel and upload another photo

✏ Reframe the photo

◀ Back   ✔ Continue   Cancel

Omnivox Photo ID Upload

Steps 5 & 6

Personal file for Students
Photo ID
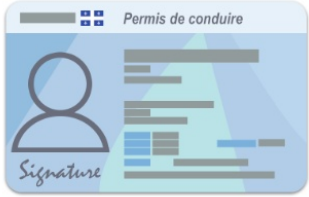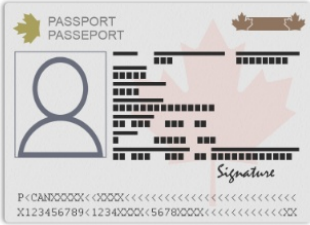
5 Transmit a photo of a supporting document
In order to generate your student identification card, the Champlain College St-Lambert must validate your identity. To do so, you must provide a supporting document.

The supporting documents accepted are a **health insurance card**, a **driver's license** or a **passport**.

Note that once your identity is validated, the supporting document you have transmitted will be destroyed from the system in order to ensure the safety of your information.

Selection criteria for the photo:

- **Type of document**
  The supporting document must be a health insurance card, a driver's license or a passport.

- **Content legible**
  The text on the supporting document must be clear and legible.

- **Full view of the document**
  The supporting document must be photographed in its entirety.

- **Quality of the photo**
  The photo of the supporting document must be clean with the focus on your face.

I want to transmit a photo of my
health insurance card

or

I want to transmit a photo of my
driver's license

or

I want to transmit a photo of my
passport

6 Upload the photo of the selected supporting document
Select a photo of a supporting document meeting the criteria by pressing on *Browse*.

Photo file   [Choose File] No file chosen

[◄ Back]   [✓ Continue] [Cancel]
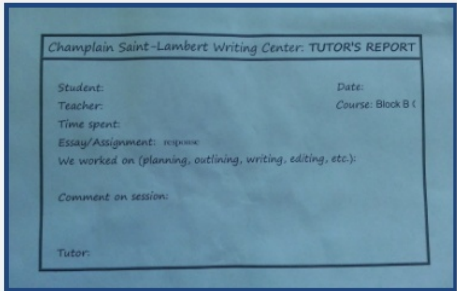
Omnivox Photo ID Upload

Step 7

Step 8

Personal file for Students
Photo ID

8 Verify the selection criteria
Here is the supporting document that will be transmitted at the college in order to validate your identity.

Ensure that the photo respects the selection criteria.

Champlain Saint-Lambert Writing Center: TUTOR'S REPORT

Student: Date:
Teacher: Course: Block 8
Time spent:
Essay/Assignment: response
We worked on (planning, outlining, writing, editing, etc.):

Comment on session:

Tutor:

X Cancel and upload another piece

✏ Reframe the photo

Selection criteria for the photo:

- **Type of document - Health insurance card**
  The supporting document must be a health insurance card.

- **Content legible**
  The text on the supporting document must be clear and legible.

- **Full view of the document**
  The supporting document must be photographed in its entirety.

- **Quality of the photo**
  The photo of the supporting document must be clean with the focus on your face.

Submit your photo as well as a supporting document in order to have them validated by the college. Once approved, your photo will be linked with your student record. If it is rejected, you will be invited to transmit a new photo.

Note that your identity will be verified at the time of giving you your student identification card. The photo from the supporting document you are about to transmit will be automatically deleted from the Omnivox system once your identity has been validated.

✓ Transfer your photo and the supporting document at the college now.

◄ Back   Cancel

Omnivox Photo ID Upload

Validation

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This service allows you to transmit your photo ID to the college. By transmitting your photo electronically, you need not have your photo taken at the college.

Your photo will be used to produce your College student ID card and will be saved in your College student file for identification purposes. Your photo will also be used on the Omnivox platform of your institution.

What is a Student ID Card? ⌄

What should I do in the case that my ID card is lost or stolen? ⌄

Photo in process of being validated
Thank you for transmitting your photo to the college.

In order to ensure the quality of the photos received the college must proceed with an evaluation. It is therefore possible, if your photo does not meet the criteria, that you will be required to submit a new photo.

If you think that the photo does not meet the selection criteria, you can transmit a new photo.

Selection criteria for the photo: ⌄

Note that your identity will be verified at the same time as the validation of the photo you transmitted.

Transmit another photo
Your photo has not been validated. If you wish, you may submit a new photo.

◄ Personal file for Students