

Taking Photo for academy ID pass

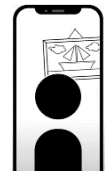
Your photo for your academy pass needs to be a clear representation of you on daily basis for use around the academy. As such we have outlined below some Dos and Don'ts when taking and uploading the photo to your enrolment profile.

Most mobile phones / tablets are set up with cameras that allow a good enough quality picture to be used in most passport style photos. If you prefer to use a digital camera you will need to save the file before uploading.

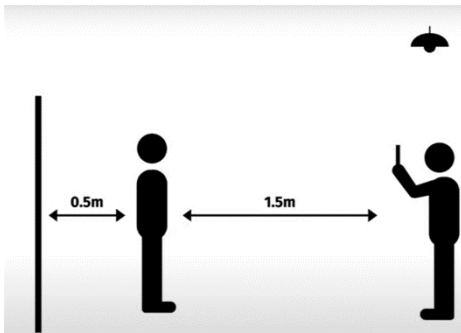


Whilst selfies are fun to take, it is very difficult to get a clear picture that can be used for ID purposes. It is much better to get somebody else to take the picture for you.

Use a light background for the photo white, pale blue, pale grey or pale cream. Make sure there is nothing else in the background.



sure



To ensure you don't get shadows on your face or behind your head don't stand directly under a light. The best approach is for the person taking the photo to stand under the light with you about 1.5m away from them and standing about 0.5m from the background.

Take a couple of photos so that you can select the one you want to upload. When you have decided you will probably be able to crop the photo to best fit the ID profile. As it is an ID you should try to get a centred full face picture from shoulders up. If your phone has an aspect ratio you should set the ratio to 3:4



Don'ts

- Take selfies – they are difficult to get right for ID
- Wear hats or caps – if you wear headwear for religious reasons this is fine as the ID should represent your appearance around the academy

Dos

- Use a pale or white background and stand away from it to avoid shadows (see above)
- Smile (if you want) – it is not a passport photo
- Crop to show as much of your whole face – the ID is a very small photo after all