

# Omnivox Photo ID Upload

## Omnivox Home Page

The screenshot shows the Champlain Omnivox Home Page. A modal window titled "Photo ID" is centered on the screen. The modal contains the following text:

**Photo ID**

Our records indicate that we have not yet received your photo ID.

Please provide a photo to complete your student record. This photo will be saved to your file and will be used to produce your ID card.

**Take my photo ID now**  
Complete your student file by taking a photo ID. Your photo will be validated and linked with your student file.

[Remind me later](#)

The background of the page is dimmed. On the left, there is a navigation menu with sections: "My Services", "My home page", "Mio", "Léa, the Omnivox Classroom", and "My Omnivox Services" (with sub-items: Attendance Validation, Cancelled classes, Carpooling, Course Schedule, Course Schedule modification). In the center, there is a calendar for the month of September, with the 29th highlighted in red. To the right of the calendar, there are several announcements with checkboxes: "Thu 16 Summer School mark review reply deadline", "Mon 20 New Student Orientation (S.L.A.M)", and "Wed 22 Start of the semester First day of classes". On the right side of the page, there are additional notifications and a "Quit" button.

# Omnivox Photo ID Upload

## Photo ID Instructions

### Personal file for Students

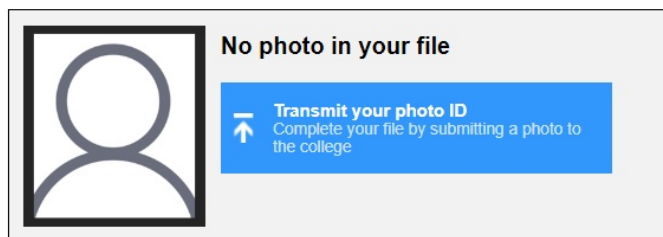
#### Photo ID

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?* ▾



◀ 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. Your 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**  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.

# Omnivox Photo ID Upload

## Step 3

### Personal file for Students

Photo ID

### 3 Frame the photo using the template

The template below allows you to resize the photo according to the norms in place for the college's student ID card photo.

#### Position the frame in order to meet the specified selection criteria

To move the frame, press on the frame and slide it to position it correctly. If the frame is not the right size, you can also use the black anchors in order to modify the size.

Examples meeting the positioning criteria

Examples that do not meet the positioning criteria

Pivot the photo

◀ Back

✓ Continue

Cancel

# 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. Your 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


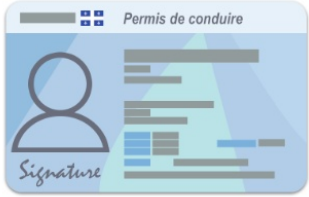
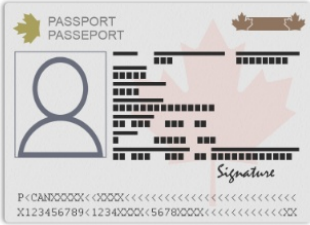
In order to generate your student identification card, the Champlain College St-Lambert must validate your identity. To do so, you must provide a supporting document.

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.

<p>I want to transmit a photo of my <b>health insurance card</b></p> 	or	<p>I want to transmit a photo of my <b>driver's license</b></p> 	or	<p>I want to transmit a photo of my <b>passport</b></p> 
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#### 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  No file chosen

# Omnivox Photo ID Upload

## Step 7

### Personal file for Students

#### Photo ID

### 7 Frame the photo from the supporting document

The template below allows you to frame your supporting document in the photo that you transmitted.

#### Position the frame in order to meet the specified selection criteria

To move the frame, press on the frame and slide it to position it correctly. If the frame is not the right size, you can also use the black anchors in order to modify the size.

The screenshot displays a digital interface for framing a document. On the left, a document titled "Champlain Saint-Lambert Writing Center: TUTOR'S REPORT" is shown within a dashed white frame on a dark background. The document text includes fields for Student, Date, Teacher, Course, Time spent, Essay/Assignment, Comment on session, and Tutor. Below the document is a blue button with a pencil icon labeled "Pivot the photo". To the right, under the heading "Examples meeting the positioning criteria", two examples are shown with green borders: one with a photo on the left and a signature on the right, and another with a photo on the right and a signature on the left. Below that, under the heading "Examples that do not meet the positioning criteria", two examples are shown with red borders: one with the photo and signature overlapping, and another with the photo and signature too small and off-center.

◀ Back

✓ Continue

Cancel

# Omnivox Photo ID Upload

## Step 8

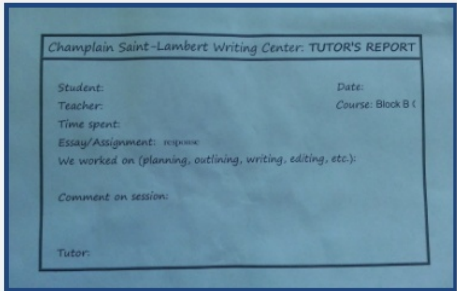
### Personal file for Students

#### 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.



**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.

**Cancel and upload another piece**

**Reframe the photo**

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

### 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?** ▾



#### 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