How to submit your photo for your new Tiger Card

1. Go to the GET website *(which you can find by going to tigerbucks.com)* click on the **"Manage My Card"** quick link, and then click on the "*GET"* to log in to the university's secured online management system.
2. This website is *configured with a single sign-on*, so **you should log onto the "GET" website by using your Trinity University user ID and password.**
3. Click on the **"Upload Photo"** from the quick links on the right of that page.
4. Be sure that your *photo is a headshot of yourself and has a solid background, and* be sure that you have no face coverings, caps or other gear..
5. **Photos must be in a .jpg, .jpeg, .png, or .gif format and a Maximum size of 2MB**

*If you have any questions regarding this process, **please contact the Tiger Card Office**
via email at tcrd@trinity.edu or call (210) 999-7825, Monday - Friday from 8am-5pm.*

Photo Guidelines:

Acceptable:

- Background must be plain, light, and neutral in color
  (i.e., white, tan, or gray - NO bricks, geometric patterns, trees, etc.)
- Color photo taken recently (no more than a month or two old)
- **Centered, front view of face** with natural expression (smile or straight face)
- MUST include a small space around and above the top of the head and assure that the shoulders are visible
  - It is better to have more background than not enough. We can always crop it
- Bright, even lighting

Unacceptable:

- Other people, pets, or objects in the photo
- Hats, sunglasses or other accessories, or visible hand gestures
- Inappropriate expressions
- Top of head cut off
- Social media filters or color filters
- Professional photos (i.e., school, modeling, or senior photos taken by a professional) *due to copyright regs*.
- Photos of a photo
- Shadows or glare

Examples of Unacceptable & Acceptable Photos

Photo sample adopted from duke.edu