

## Welcome to the Queens College Qcard Online Photo Submission

All campus community members must have a Qcard; It is the official identification card for Queens College. A Qcard provides access to various locations and services across campus, including the library, gym, building access, meal plans, printing, and other features.

Our online photo submission process allows everyone to easily submit a photo online from the comfort of being home. This process will avoid waiting on line at the Qcard office. First, a user must claim a QCusername account to activate it. To do this visit <https://cams.qc.cuny.edu>

Everyone, including online and on-campus Students, Faculty, and Staff, need to have an active QC username account. Activating this account generates the library's barcode and links it to the Qcard.

For assistance activating a QC username account, please contact the Helpdesk at **718-997-4444** or email at [help@qc.cuny.edu](mailto:help@qc.cuny.edu)

A photo is necessary to print on the Qcard to make it easy to identify the carrier upon request.

To start, please submit a photo following the instructions below. Once the photo arrives, the Qcard Office will review it and email the sender a photo approval or instructions to resubmit the photo.

### Photo Requirements

- We need a **most recent** color photo with a **plain, neutral background (white, off-white, cream, beige, or light gray)**.
- The photo must display the head, including face and hair, from the crown of the head to the chin's tip, and from hairline side-to-side. You must follow the same requirements in place for a passport or a driver's license photo. Senior/high school graduation photos are not acceptable.
- You may wear a hat or head covering, but you must submit a signed statement that verifies that the hat or head covering is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public or a signed doctor's statement verifying the item is used daily for medical purposes. Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
- You may wear prescription glasses for the photo; however, no reflections from the eyeglasses must obscure the eyes. Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless you need to wear them for medical reasons. A doctor's statement must accompany it.
- The main requirement of a Qcard photo is that it must accurately identify the person.

Visit the website below to review the photo guidelines. The Qcard office cannot accept a photo that does not meet these requirements.

<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>

### Tips for submitting an acceptable photo:

#### DOs

- Current color photo in focus, without any added effects
- Use a Neutral color and smooth background
- Centered and front view of full face
- Cropped from just above the top of the head to the collarbone
- Proper lighting
- Eyes open and visible, looking at the camera
- Wear prescription glasses if necessary.
- Photo must be in **[jpg format size between 300KB to 2MB]**

## **DON'Ts**

- Wear hats, sunglasses or other items that obscure the face
- Glare on glasses; closed eyes
- Eyes are looking down or to either side.
- Shadows on the face.
- Other visible people, pets, or objects in the photo.
- Inappropriate expressions.
- Group photos.
- Blurry photos.
- Black and White photos.
- Photos with a hand resting on the face.
- Crop off the top of the head or side angle of the face.
- Photos older than six months.

Note: Taking a photo with most smartphones/devices works well. Below are two ways you can use.

### **A. Submit a photo using a computer.**

To start, go to: <https://qcard-sp.transactcampus.com/eAccounts/>

1. Log in to **eAccounts**, Select **sign in realm**. (QC faculty/staff or QC student).
2. Enter your **QCusername** and **Password** and click on **Sign in**.
3. Select **Profile** and fill out your information.
4. Select the "**Click to submit a new photo**" link.
5. Before submitting a photo, make sure to read and accept the Terms and Conditions.
6. Click on the **cloud logo/upload** link, select the photo you want to use, and click "**open**" to upload it.
7. Repeat steps 4 to 6 to upload a photo of a government-issued ID
8. Select **Submit & Sign out**.

For assistance login into eAccounts, please contact the Qcard office at **718-997-4240** or email to [qcard@qc.cuny.edu](mailto:qcard@qc.cuny.edu)

### **B. Submit a photo using a smartphone.**

1. Download the **Transact eAccounts** application from the Apple or Google Play stores.
2. Once installed open the **eAccounts** app.
3. Slide the screen until you see **ID CARD**
4. Tap "**Get Started**".
5. In the search box type **CUNY** and from the list shown select **CUNY Queens College**.
6. Select your role **QC Faculty/Staff** or **QC student**.
7. Sign in with your **QCusername** and **Password**.
8. Tap on the  icon at the upper right corner.
9. You will be on the Manage Account page.
10. Tap on **Submit ID Photo**.
11. Tap on **Get Started** it will take you to the CloudCard site.
12. You may have to enter your preferred email address in CUNYFirst.
13. On iPhones chose the action you want to do. On Android phones tap to upload a Photo.
14. Now repeat step #13 to upload a photo of a Government issued ID for verification.
15. Tap on **Submit & Sign Out**.

Once you submit a photo, the Qcard Office will verify your profile information to ensure it matches the records; then, you will receive an email when the photo is approved.

**The Qcard distribution and pick up details will be provided.**