

## Western ONECard

If you are new to Western, you will need a Western ONECard (student identification card). This card functions as an identification card, and can be used to access Campus Recreation, Western libraries, secured doors, a campus meal plan card, and more. Your Western ONECard is also required to pick up your parking permit. For more information about the Western ONECard, please visit: [http://www.registrar.uwo.ca/general-information/western\\_onecard.html](http://www.registrar.uwo.ca/general-information/western_onecard.html).

To assist you with obtaining your Western ONECard you have the option to upload your photo in advance online. To upload a photo, login to your Student Center using your assigned username and password, which is the same username and password you use for accessing your Western email. Select the "WesternOne Card Photo Upload" link which is located on the right under "Western Links". Once you are satisfied with your photo submission, choose the "final submit" option to allow them to begin processing your Western ONECard. You will receive an email to confirm your photo upload.

It is *not* mandatory to upload your photo online ahead of time. However if you do, please do so **no later than April 27, 2018** to ensure it is ready for pick up on your first day April 30<sup>th</sup>. (If you are unable to submit your photo in advance, we will be going to Student Central on April 30<sup>th</sup> where your photo will be taken and your card produced.)

### ***Please note the following:***

To produce your Western ONECard we require a photo that is:

- In colour and clear with good contrast.
- At least 120px wide and 150px tall.

In addition, the photo must meet the following criteria:

- The photo is of you alone.
- The photo shows your head and shoulders only.
- You have a neutral or smiling facial expression and are looking straight at the camera.
- Your eyes are open and clearly visible. Glasses, including tinted prescription glasses, are acceptable provided that the eyes are clearly visible. Sunglasses are unacceptable.
- There is nothing on your head, unless it is worn for religious beliefs.
- There is nothing obstructing the view of your face. (Veiled students can have their photo taken at Student Central on the first day.)
- The photo does not have any special effects or colouring such as photo filters.

Photos should be similar in nature to a passport photo and will remain on your Western ONECard for the duration of your studies at Western. Western reserves the right to not produce a Western ONECard where the photo submitted does not meet the above criteria.

**NOTE: This photo will follow you throughout your training here at Western and will be used for reference by your instructors when conducting your evaluations. Please carefully consider whether the photo you are submitting is one you wish evaluators to see.**

**\*\*** To pick up your Western ONECard on April 30<sup>th</sup>, you will need your student number and one piece of government-issued photo ID such as a driver's license, passport, or citizenship card.

The name on your identification document must match the name that Western has on file for you. If your name on file does not currently match your government-issued photo ID, you should complete a Name Change Form prior to completing the photo upload process: [http://registrar.uwo.ca/student\\_records/Updating\\_personal\\_information.html](http://registrar.uwo.ca/student_records/Updating_personal_information.html). **\*\***