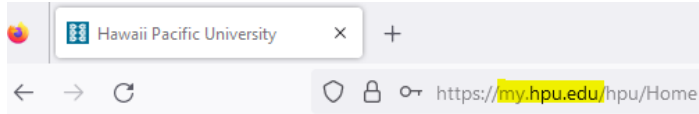


REGISTRAR'S OFFICE
Uploading a Photo for Your
Student ID

STEP 1

Open a web browser and type my.hpu.edu into the URL.



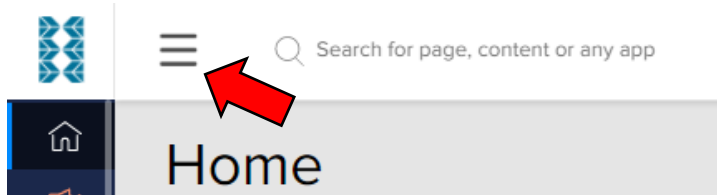
STEP 2

Sign in with your username and password.



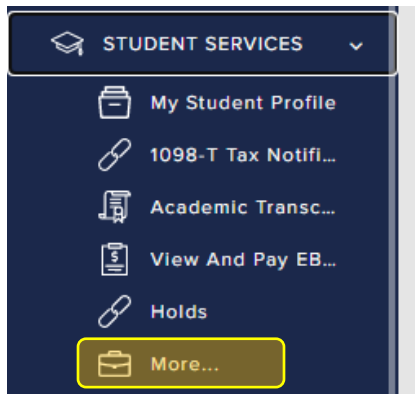
STEP 3

Expand the menu by clicking on the 3 horizontal lines.



STEP 4

Expand the **Student Services** tab and click on **More**.

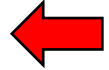


STEP 6

Click on "Online Photo Upload".

Student Services

- Syllabi Lookup
- **Online Photo Upload**
- Medproctor



STEP 7

Scroll down and click on "Click to submit a new photo".

Personal Information

Changes to your personal information are not saved until you click "Update" below.

Sign-In Realm
HPUidP8



Click to submit a new photo



PHOTO REQUIREMENTS

1. Should be cropped slightly above the head to middle of the chest.
2. Should be taken against a plain, light background.
3. Must be a color photo.
4. Must not include sunglasses, hat, mask, or other facial covering.
5. Must be faced directly towards the camera, with eyes open.
6. Must meet HPU standards - cannot be enhanced in any way (i.e. no lenses, filters, text, emoji, stickers, etc.) and cannot contain other individuals or pets.