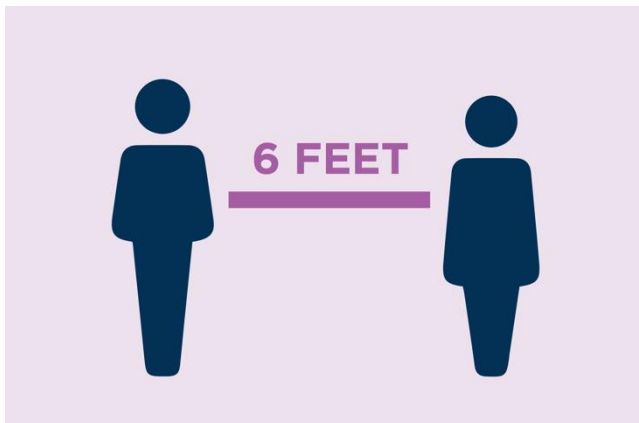


CPS Student ID Instructions

To provide CPS your Student ID photo, please adhere to the following instructions:

- Stand in front a blank clear wall.
 - Preferably white, grey or light blue. No dark or extreme neon backgrounds
 - Have the area cleared away of items so your background is completely clear
 - Take your photo in a well-lit area that does not obstruct your view or cast any shadows on your face
- Have your photo taken 6ft away with your camera faced vertically to capture your entire presence.



- Stand 6ft apart for best photo



- Have your camera in a vertical/ profile view to capture your entire presence.

- Once taken, crop your photo like so where your head is completely visible and shoulder width:



- Save the photo as a .png or .jpeg and label it with your name as such:
LASTNAME_FIRSTNAME
- Upload the photo to following link provided: ([Link Here](#))

What NOT to do in your photo

So as not to re-do your photo and have it come out nicely in the first try, we ask you to refrain from the following:

- Do not wear any caps, hats, beanies, etc. (unless for a cultural/religious factor) and
- No sunglasses, eyewear, etc

If you have any question, please feel free to contact CPS at:

Phone #: 503-352-2230

Email: cps@pacificu.edu