

Photo upload tutorial

What is the purpose of the photo on the USiCard?

The USiCard serves as a visual ID card that you can use to identify yourself at many places at the university and within the public transport system. Therefore, it is important that you upload a photo that is well exposed and sharp and in which you can be easily recognised.

What requirements must the photo meet?

The photo must meet certain technical requirements so that it can be printed on the card:

1. It must be in a digital format.
2. The format must be in the aspect ratio 4 : 3, the file format jpeg.
3. The University of Siegen does not expect your photo to meet biometric requirements. Nevertheless: it is important that you are clearly recognisable in the picture. Therefore, use a recent photo.
4. Use a neutral background.
5. Load up a photo that only shows your face.

Practical tips

A few practical tips in case you don't have a suitable photo and want to take one yourself:

- The photo must show your face clearly from the chin to the top of the head and both halves of the face.
- Have your photo taken against a bright and even background in a well-lit room.
- Look into the camera as frontally as possible.
- Keep one step away from the background to avoid shadows.
- Do not wear reflective lenses or headgear (exception: if you wear a headscarf for religious reasons).
- Please use the examples of suitable and unsuitable images below as a guide.



VERY WELL SUITED

The student looks straight into the camera, the bright, monochrome background is ideally suited for printing on the USiCard.



WELL SUITABLE

The student is looking straight into the camera, but the background with different colours and brightness is not optimal.



VERY WELL SUITED

If you wear a headscarf for religious reasons, please make sure that your face is fully visible in the photo.



SUITABLE

The contrast is a little low, which may make the photo look too dark in print and the face may not be recognised properly.



NOT SUITABLE

Only one person is allowed in the photo.



NOT SUITABLE

You must refrain from wearing headgear in the photo. The only exception is if you wear a headscarf for religious reasons (see above).



NOT SUITABLE

Fun pictures, grimaces, VIPs must be exchanged for a suitable photo - at the student's expense.

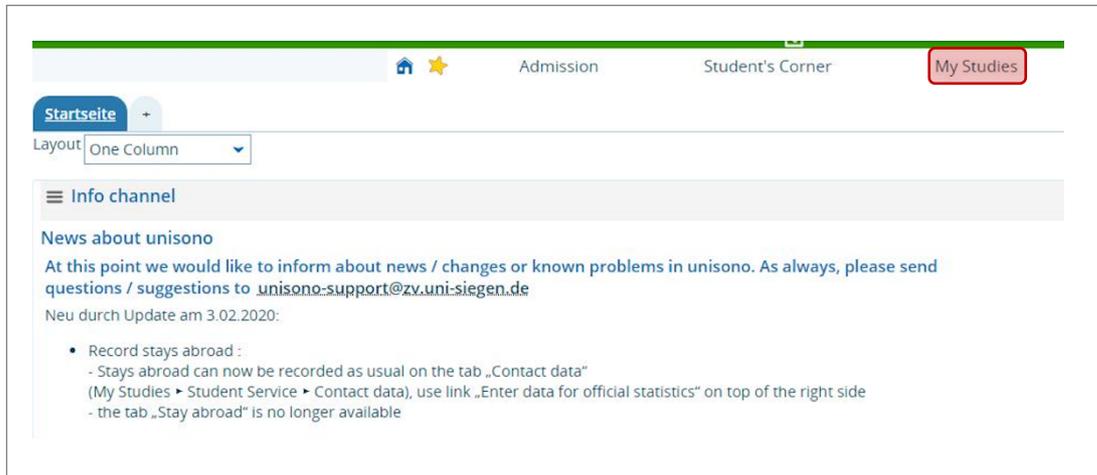


NOT SUITABLE

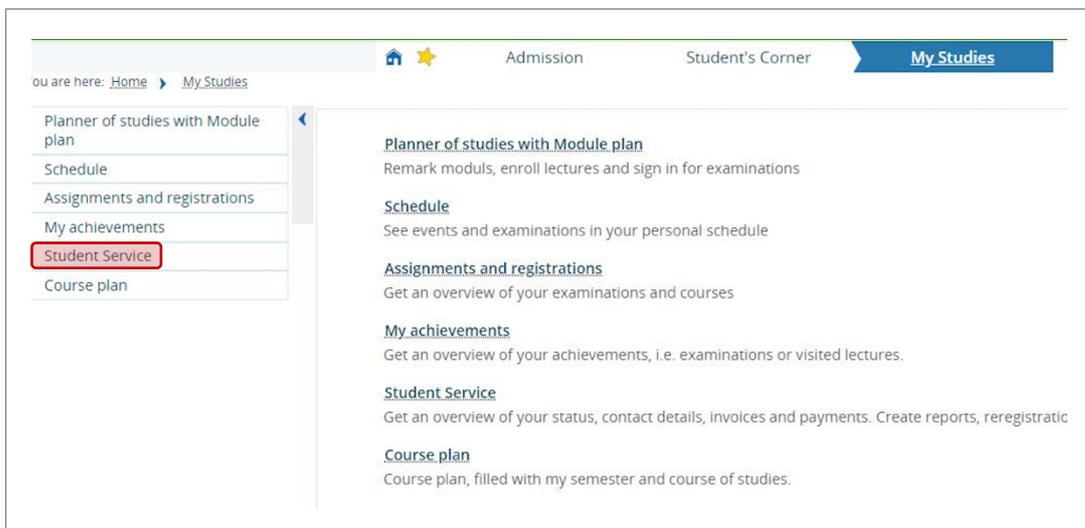
Please make sure that no part of your face is covered, e.g. by hair as shown here.

How do I upload the photo?

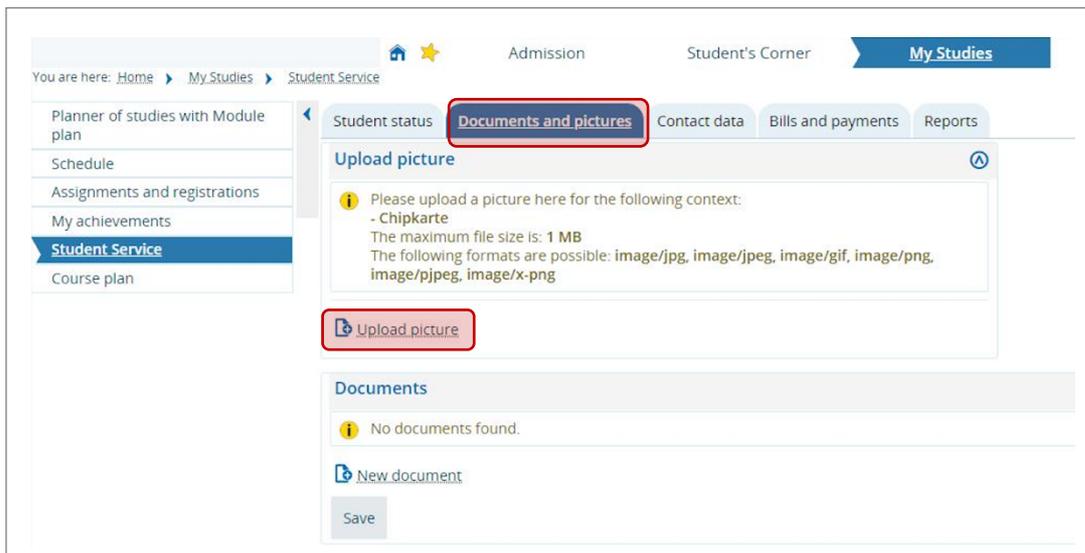
1. Open the start page of unisono via the address: <https://www.unisono.uni-siegen.de/>.
2. Enter your user name and the password of your student account and log in by activating the button "Log in".
3. Then activate the "My Studies" button.



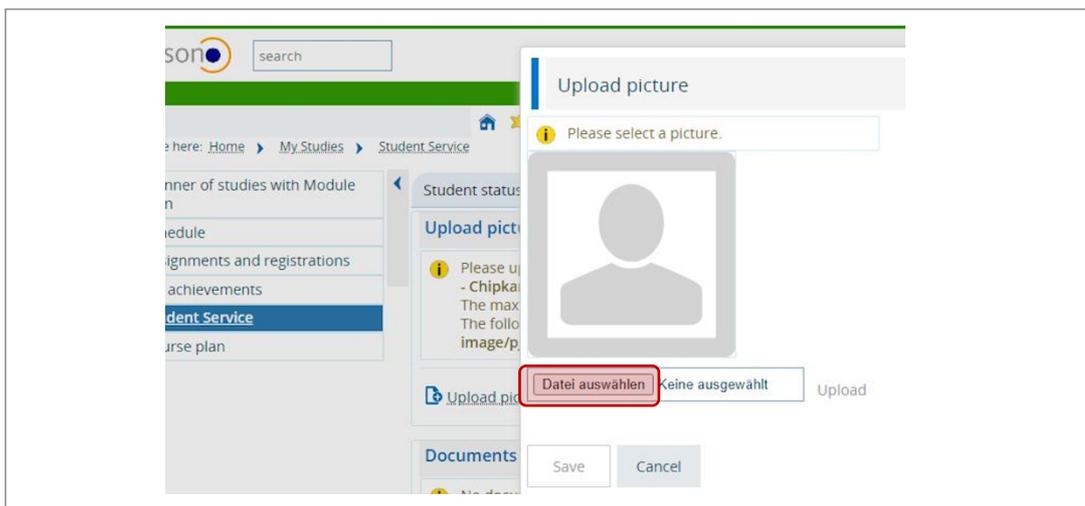
4. Then activate the "Student Service" button.



5. Then click on the tab "Documents and pictures" followed by the link "Upload picture".



6. Click on the button "Datei auswählen = Select file" to open the Explorer / Finder for the selection of your ID card photo.



What do I do if my photo file is larger than 1 MB?

Here are instructions for reducing the file size of your photo under Windows: If you want to reduce the size of one or more JPEG files, you do not necessarily need an online tool. With a Windows computer, you can also easily reduce or crop your pictures via Paint.

1. Open Paint.
2. Click on "File" - "Open" in the top left-hand corner and select the appropriate file.
3. Click on the icon "Resize/Crop" in the menu bar in the tab "Picture".
4. Make sure you activate the option "Keep aspect ratio". Now either change the number of pixels or adjust the image size in percent until the file size is max. 1,024 KB. The file size is displayed in the lower part of Paint.
5. Save the changes and place the file in a location of your choice.

Here is a guide to reducing the file size of your photo on macOS:

You want to reduce the size of photos on the Mac? It's easy, the programme Preview downsizes the pictures. Attention: Preview immediately saves all changes made to the pictures. Therefore it makes sense to copy the original pictures before changing them!

1. Click with the right mouse button on the symbol and select "Open with - Preview".
2. Click on "Tools - Size correction" enter how the picture should be reduced. In the "Resulting size" area, the memory requirement of the image is displayed.
3. Adjust the width and height of the image so that the memory requirement is max. 1,024 KB.
4. As long as "Adjust size proportionally" is active, the input fields are coupled with each other. The preview always calculates the matching value of the other side for the input of width or height.
5. Click on "Ok" to start the resizing process.
6. If you do not like the change, you can undo it with [Command - Z].

I have forgotten the password for my student account. How do I get a new password?

Use the Forgotten your access data?-function under the login area on the website. By entering your matriculation number in the "User ID" field and answering the security question, you can have your password reset.