## How to Submit a KPU Card Request

## **First Time Submitting**

- 1. At the first screen after logging in:
  - Confirm info that will be printed on card
  - To change the name, click on the Name listed above not correct link
  - Select a pickup campus

The following information will be printed on your card:	
Preferred East Name	
Legal Last Name:	
Name.listed silvave.not.correct2 For New Card Request	
Please choose pickup campus library:	
O Cloverdale Library	
O Langley Library	
O Richmond Library	
O Surrey (12666 72 Ave) Ubrary	
Crvic Plaza Conclerge Desk (13485 Central Ave. Surrey) Library	
Questions?Email libcirc@kpu.ca	

- 2. Choose the correct category and click on Submit Request.
  - If you have more than one status at KPU, e.g. both a student and an employee, you will need to submit a separate form for each card type

Preferred First Name:	<u>, Arro</u> , campus is selected for pickup
nne jlated sbow not correct? en your KPU Card is ready for pick up or if your photo is rejected you will receive an email at: <del>fitch MullangSepu co</del>	
Please choose pickup campus library:	
Please choose pickup campus library:	
Please choose pickup campus library: O Cloverdale Ubrary O Langley Ubrary	
Please choose pickup campus library: O Cloverdale Library O Langley Library O Richmond Library	
Please choose pickup campus library: Cloverdale Library Clanging Library Picture Control Library # Surrey (2066 72. Ave; Library	
Please choose pickup campus library: O Cloverdale Library O Rommond Library P Rommond Library 8 Surrey (12066 72 Ave) Library O Civic Plaza Concienge Desk (13485 Central Ave: Surrey) Library	
Please choose pickup campus library: Coverdale Library Concerdale Library Concerdale Library Rotmond Library Rotmond Library Rotmond Library Rotmond Library Rotmond Library Rote Concerded Concerded Res Surrey Library Please select correct category from below:	
Please choose pickup campus library: O Cloverdale Library O Echtpond Library B cartry 1266 72 Avet Library O Crox: Plaza Concience Desk (13485 Central Avet, Sufrey) Library Please select correct category from below: O Aumrs	
Please choose pickup campus library:  Coverdate Ubrary Coverdate Ubrary Coverdate Ubrary Remmond Ubrary Remmond Ubrary Remmond Ubrary Cover Plaza Concience Desk (13485 Central Ave: Surrey) Library Cover Plaza Concience Desk (13485 Central Ave: Surrey) Library Please select correct category from below: Coverdate Ubrary Coverdat	

3. The following window will pop up. Click **Yes** to proceed.



4. Choose **Upload Photo** at the next pop up.



- 5. At the **Dashboard** screen:
  - If on a laptop, click on the pencil icon



- 6. At the Upload Photo screen, click or tap Upload.
- 7. You will be prompted to select the location of your photo.
  - If using a mobile phone, you will also have the **Take Photo** option
- 8. Once your photo appears in the Current Account Picture box, click Submit.

## Adding a Photo to a Previously Submitted KPU Card Form

If you have previously accessed the form and need to add/update a photo, (i.e. your photo was rejected or you missed including a photo):

- 1. After logging in:
  - Their last submitted request will display on screen
  - There will be 3 choices:

APPLY FOR A REPLACEMENT CARD HERE (LOST, DAMAGED, EXPIRED)

ELIGIBLE FOR MORE THAN ONE CATEORY OF CARD? APPLY HERE

CHANGE PHOTO OR PICKUP CAMPUS FOR LAST REQUEST

- 2. To submit/update a photo, choose the last option above.
- 3. At the next screen, select **UPDATE YOUR PHOTO.**
- 4. Then click/tap the **Update Photo** button.
- 5. The following window will pop up. Click **Yes** to proceed.



- 6. At the **Dashboard** screen:
  - If on a laptop, click on the pencil icon

Dashboard



Manage Campus ID 🗾

 $\circ \quad \text{Then tap} \ \textbf{Upload Photo}$ 

- 7. At the Current Account Picture screen, click or tap Upload.
- 6. You will be prompted to select the location of their photo.
  - If using a mobile phone, you will also have the Take Photo option
- 7. Once the photo appears in the Current Account Picture box, click on Submit.