

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

KPU Card Request

The following information will be printed on your card:

Preferred First Name: [Redacted]
Legal Last Name: [Redacted]
Default Category: [Redacted]

[Name listed above not correct?](#)

For New Card Request

Please choose pickup campus library:

- Cloverdale Library
- Langley Library
- Richmond Library
- Surrey (12666 72 Ave) Library
- Civic Plaza Conierge 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

KPU Card Request

New Card Request - The following information will be printed on your card and **Surrey (12666 72 Ave)** campus is selected for pickup

Preferred First Name: [Redacted]
Legal Last Name: [Redacted]
Default Category: [Redacted]

[Name listed above not correct?](#)

When your KPU Card is ready for pick up or if your photo is rejected you will receive an email at: libcirc@kpu.ca

Please choose pickup campus library:

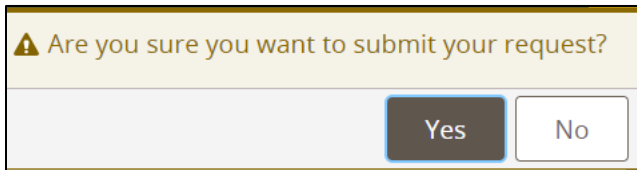
- Cloverdale Library
- Langley Library
- Richmond Library
- Surrey (12666 72 Ave) Library
- Civic Plaza Conierge Desk (13485 Central Ave. Surrey) Library

Please select correct category from below:

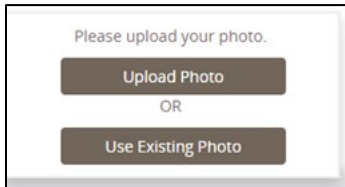
- Alumni
- Student
- Default Category (see box above)

Submit Request

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

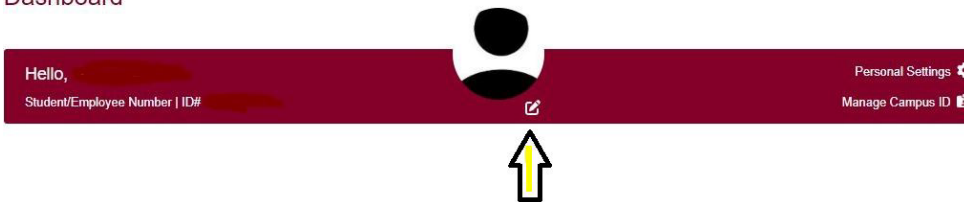


4. Choose **Upload Photo** at the next pop up.

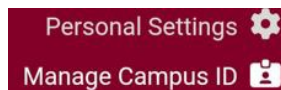


5. At the **Dashboard** screen:
 - If on a laptop, click on the pencil icon

Dashboard



- If on a mobile phone:
 - Tap **Personal Settings**



- Then tap **Upload Photo**

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**.

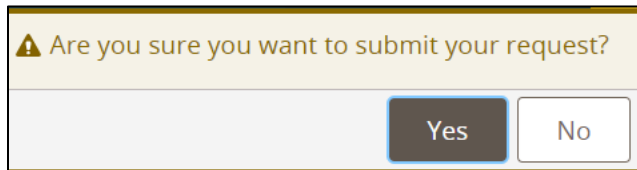
Adding a Photo to a Previously Submitted KPU Card Form

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:

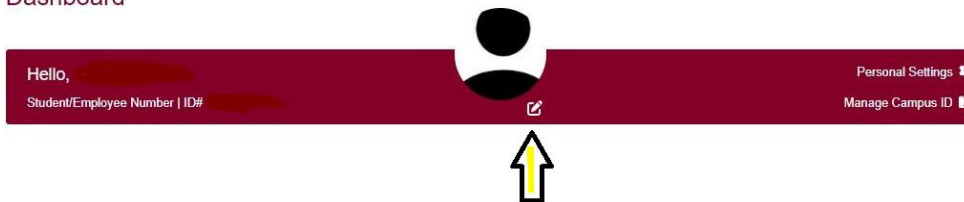


2. To submit/update a photo, choose the last option above.
3. At the next screen, select **UPDATE YOUR PHOTO**.
4. Then click/tap the **Update Photo** button.
5. The following window will pop up. Click **Yes** to proceed.

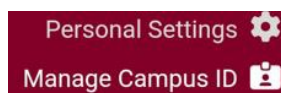


6. At the **Dashboard** screen:
 - If on a laptop, click on the pencil icon

Dashboard



- If on a mobile phone:
 - Tap **Personal Settings**



- Then tap **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**.