Online Photo Submission

Claim your DolphinCard by visiting:

https://csi-sp.transactcampus.com/eaccounts/

Step 1: Log-in using your CSI email credentials:

User name: (firstname.lastname ONLY) Example: Danny.Dolphin
Password: CSI email password

Step 2: Register your DolphinCard account: you must enter your card number (student ID number/emplid) and first and last name.

Step 3: On the home page, click on ‘Profile’. Please fill out ALL contact information on the page and then click ‘Update’, or we will not be able to receive your photo.

Step 4: After refreshing the page, go to the top of the contact information and click the link to submit a photo. Once your photo has been uploaded, click on submit.

After review, you will receive notification whether your photo was approved or denied. After your photo has been submitted and approved, we will contact you via email to let you know how to obtain your DolphinCard.

Here are a few guidelines for submitting a great photo:

❖ The photo should be cropped slightly above head to middle of chest
❖ The photo should be taken against a plain, light background - photos with a dark background will not be accepted
   ❖ Must be a recent or new, color photo
❖ Must not include sunglasses, hats, or objects other than yourself
❖ Your face must be positioned directly facing the camera - no side-angled photos will be accepted
   ❖ Eyes should be open and looking directly at the camera
   ❖ Must be a clear, good quality photo
   ❖ No filters

If you encounter any issues logging into your account, please contact the help desk at: helpdesk@csi.cuny.edu or 718-982-3695.

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