



## Online Photo Submission

Claim your DolphinCard account by visiting:

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



- Step 1:** Log-in using your CSI email credentials: (firstname.lastname only, and 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 you can 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 submitting your photo, or for more information, please contact us: [dolphincard@csi.cuny.edu](mailto:dolphincard@csi.cuny.edu)

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