Online Photo Submission

Claim your DolphinCard by visiting:

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

Step 1: Log-in using your SLAS credentials:

User name: (firstname.lastname **ONLY**) **Example: Danny.Dolphin**

Password: SLAS 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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