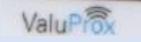


## Tutorial: how to capture photos for the new Proxy Cards

### **Notes before you begin:**

- If your  card has 'ValuProx' on the back of it on the bottom left corner, you do not need to proceed with the rest of this document.
- You Should have two documents and be using them concurrently with this document from the *Office of Enrollment Services* called [How to – Proxy Access](#) and [How to – Request ENMU ID Online](#)

Tools you will need to install on your device first:

For Android:

[Office Lens](#)

[OneDrive](#)

For Apple:

[Office Lens](#)

[OneDrive](#)

Phone Model/OS Version agnostic instructions on how to use Office Lens can be found here:

For Android: [Link](#)

For Apple: [Link](#)



You will locate  on your phone and open up the app by tapping on it

Next, on the bottom, scroll to the right and tap 'Photo'

Now take a picture of your face. If you have a front facing camera on your phone, you can tap the spinning arrow icon on the bottom right to switch to it. Press the large round button to take the picture.

Tap 'crop' and create a square of just your face neck and an inch left & right of the top of your shoulders. This is where taking the picture is more photography & art than technical. The goal is to produce a clear clean photo that will be easy to identify when placed on a card. To help in this process, you can also use the 'Filter' option and select 'Photo'.

While there are multiple pathways to bring content into One Drive, Office Lens allows you to take a photo, and transfer it to your ENMU OneDrive.

You can then upload the image from One Drive to the Proxy Card Upload area if you have One Drive mapped on your computer, or you can go into One Drive, download the picture onto your machine, and upload the file from that location.

#### *Proxy Card upload area*

<p>Driver's license or ID card (Please attach a scanned copy of your identification)</p> <p><b>SELECT FILES</b></p>	<p>ID photograph (Please attach a file that can be used as your identification on this student ID)</p> <p><b>SELECT FILES</b></p>
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The steps above will also work for the Driver's license portion of the process as seen in the image to the left hand side, just select 'Document' instead of 'Photo' before you press the large round capture image button.

If you don't have a Smart Phone but have Windows 8 or 10 and a web cam, you can use the *Camera app* by searching 'Camera' in the Search Bar



If none of the above is possible for you, please contact the *Office of Enrollment Services* for further assistance.

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