



Photo Requirements for Class Roster, Small Group Roster, Evaluation System, Etc.

Your photo does not need to be taken professionally and can be taken from your phone or a personal camera.

Here is an example of an acceptable photo (not considering size):



Photo Requirements:

- Save the photo by name: Legal last name, Legal first name
- File size: Less than 170KB
- Picture size: 200x250 pixels
- File Type: jpeg or png
- Portrait orientation
- In color
- Plain or off white background
- Full face view directly facing camera
- Taken from top of shoulders up
- Taken within the last 6 months
- Decent lighting (be aware of shadows obscuring the face)
- Workplace appropriate clothing

Save your photo (must be your legal name):
Last name, First name

The following is **NOT** acceptable:

- PDF files
- Photos imbedded in Word docs
- Pictures of photos
- Sideways/rotated photos
- Non-neutral backgrounds (i.e. a bush, a brick wall, any sort of scenery)
- Large file/picture size
- Hats/Sunglasses (exception: Hijabs or other religious head covering)
- Waist up/full body photos
- Edited photos, digital alterations to the individual