

## **How To Obtain Your Student Card**

To print your student card, the college requires a passport style photograph. (Please note that any photos submitted alongside applications are used during the application process only. The college requires an additional photo for student identification use).

Please follow the steps below which allow you to take your own Student Identification Photo. Students can take this photo using a SmartPhone or Desktop/Laptop.

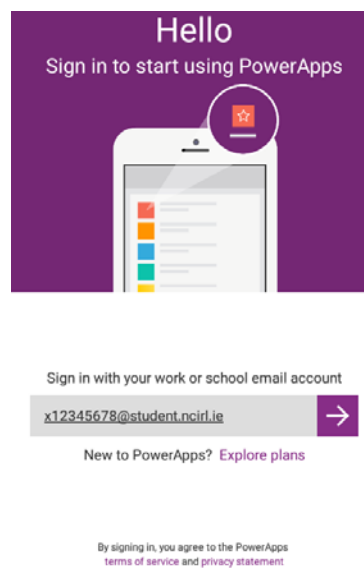
### **From a SmartPhone (Android or iPhone)**

- Install the 'PowerApps' application (icon below) to your smartphone from the Play Store on android phones or Apple Store on iPhones.

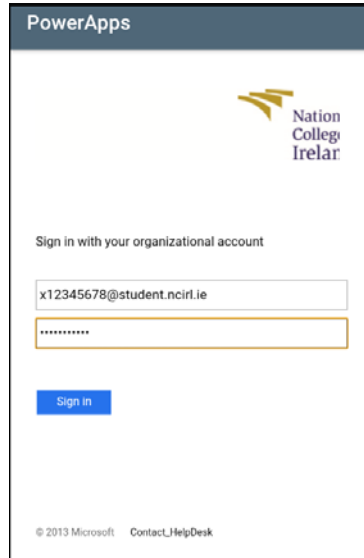


PowerApps may require access to certain information and applications on your phone, including your camera. Please ensure that you accept these access requirements.

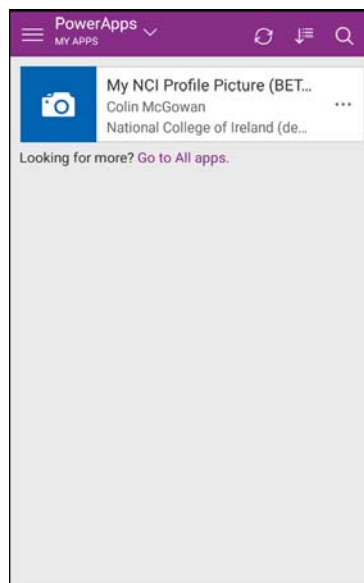
- The first time you log into PowerApps, you will be required to sign in with your NCI email account. (Your NCI email account will take the form of x followed by your student number @ncirl.ie, for example [x12345678@student.ncirl.ie](mailto:x12345678@student.ncirl.ie)).



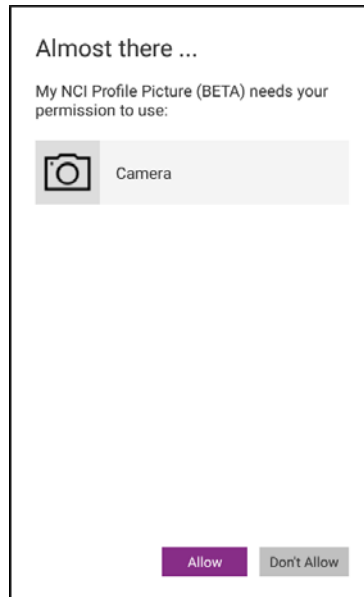
- You will be brought to the NCI PowerApps page where you will be asked to enter your network password. (You must have followed the steps to reset your NCI network password before accessing the NCI Profile Picture homepage. Steps on how to reset your password have been sent to registered students).



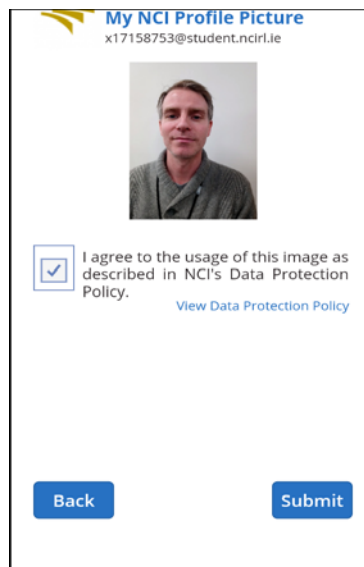
- Upon signing in, you will reach the PowerApps homepage. Please click on the blue camera icon titled "My NCI Profile Picture"



- To upload your photo, you must allow the app permission to use the camera on your phone. You will be prompted to allow this permission.



- You will now be brought to the My NCI Profile Picture homepage. Please use the camera on this page to take your student identification photo. Prior to taking your photo, please consult the Student ID Photo Guidelines document (photos which are not in line with these guidelines will not be accepted). Once you are happy with your photo, please tick the box agreeing to the usage of your image as described in NCI's Data Protection Policy and then press submit.

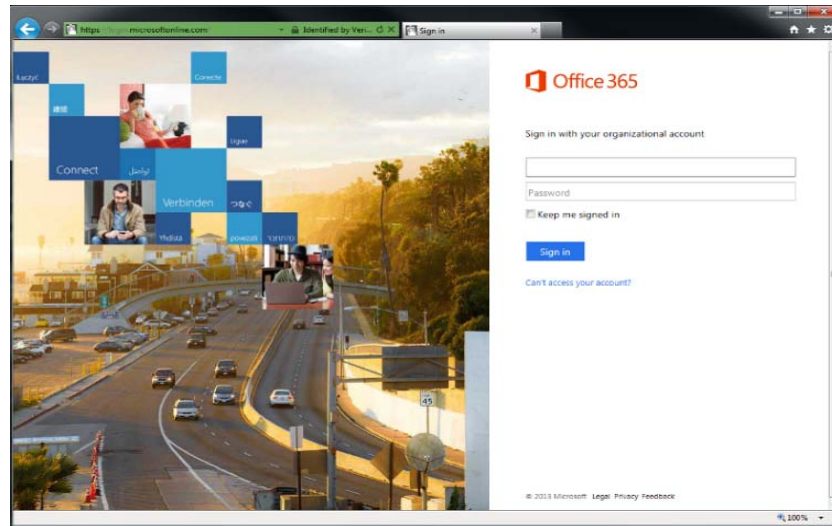


- Your photo will now be sent for approval by the Admissions Office. You will receive confirmation of whether your photo has been approved within two working days. Please note that following the submission of your photo, you will not have the opportunity to submit a new photograph. Following submission, all approved student photographs are final.

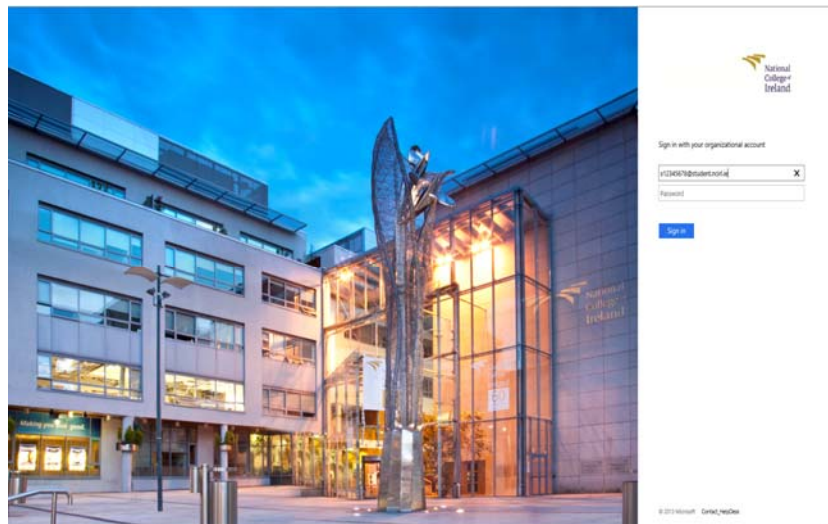
## From a Desktop or Laptop

Please be aware that your desktop or laptop should have access to a camera (if not please consult the How-To Guide for SmartPhones).

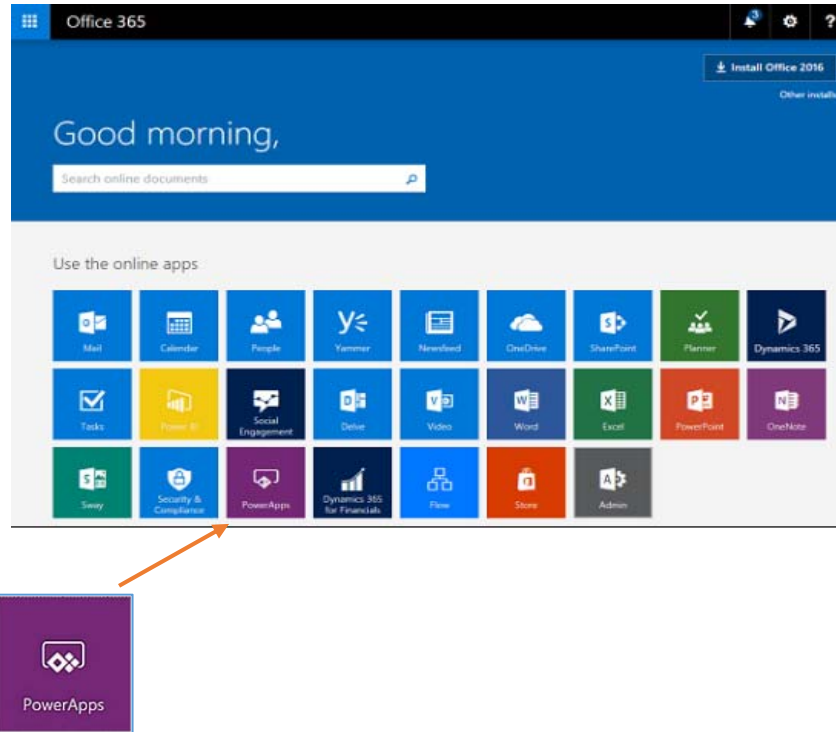
1. Log into [Office 365 \(https://login.microsoftonline.com\)](https://login.microsoftonline.com). You will be required to sign in with your NCI email account. (Your NCI email account will take the form of x followed by your student number @ncirl.ie, for example [x12345678@student.ncirl.ie](mailto:x12345678@student.ncirl.ie)).




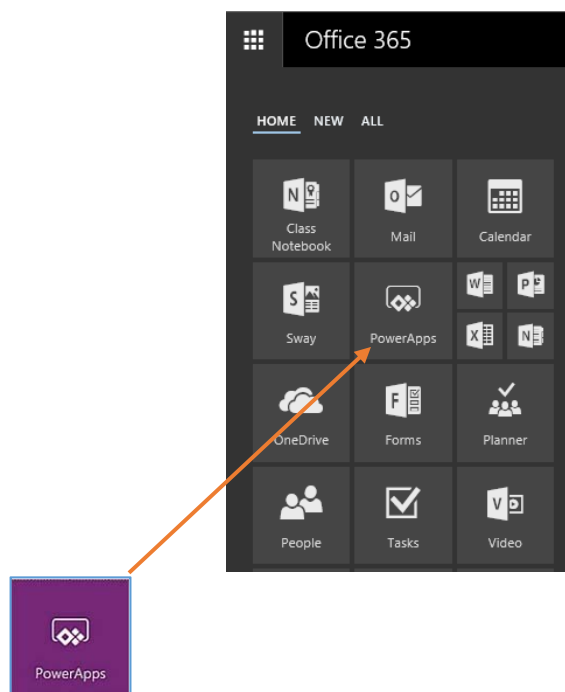
- You will be brought to the NCI Office 365 sign in page where you will be asked to enter your network password. (You must have followed the steps to reset your NCI network password before accessing the NCI Profile Picture homepage. Steps on how to reset your password have been sent to registered students).



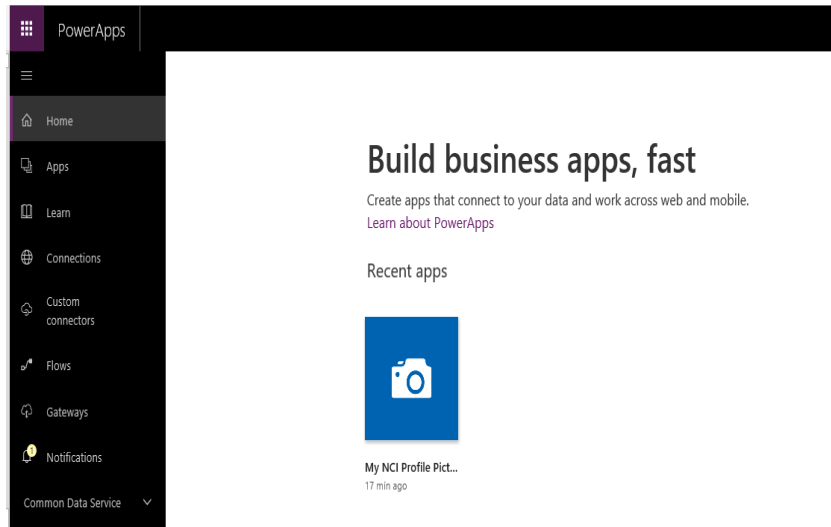
- Once you have logged into Office 365, all available apps will be displayed. Please select the PowerApps icon.



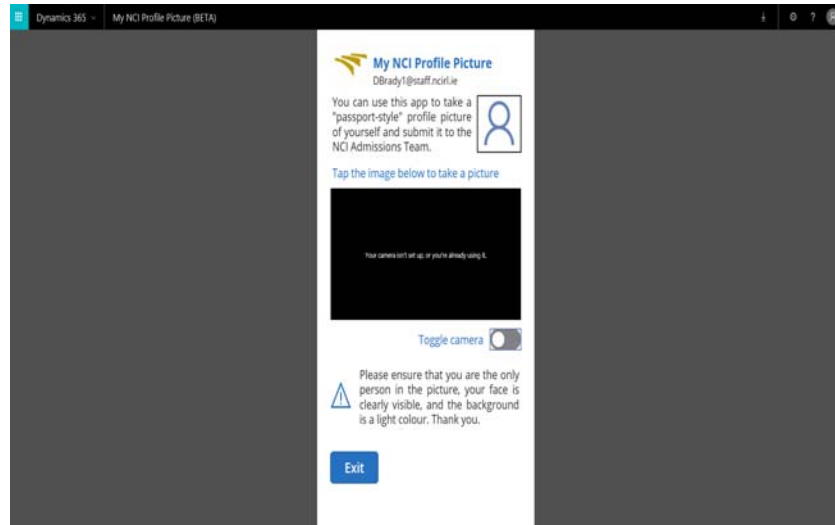
- **Or** click the top left hand-side on the Office 365 apps icon  and display the dropdown menu of applications. Please click the PowerApps icon.



- On the PowerApps homepage, please click on the blue camera icon titled “My NCI Profile Picture”



- You will be brought to the My NCI Profile Picture Homepage. Please use the camera in this page to take your student card identification photo. Prior to taking your photo, please consult the Student ID Photo Guidelines document (photos which are not in line with these guidelines will not be accepted). Once you are happy with your photo, please tick the box agreeing to the usage of your image as described in NCI’s Data Protection Policy and then press submit.



- Your photo will now be sent for approval by the Admissions Office. You will receive confirmation of whether your photo has been approved within two working days. Please note that following the submission of your photo, you will not have the opportunity to submit a new photograph. Following submission, all approved student photographs are final.