

How To Obtain Your Student Card

To print your student card, the college requires that you provide a passport style photograph. (Please note that any photos submitted alongside applications are used during the application process only. The College requires you to submit a photo specifically for use in the making of your student card).

Please follow the steps below which outline how you can take your own Student Identification Photo. Students can take this photo using a smartphone or desktop/laptop.

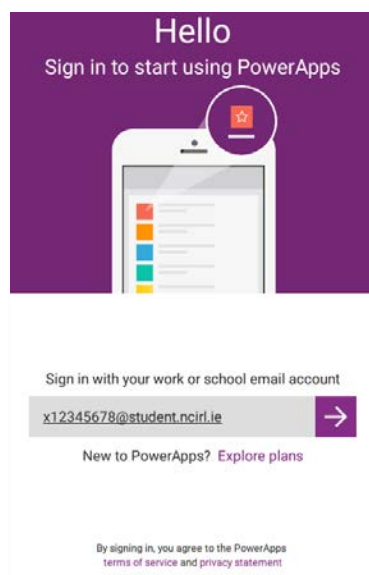
From a Smartphone (Android or iPhone)

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

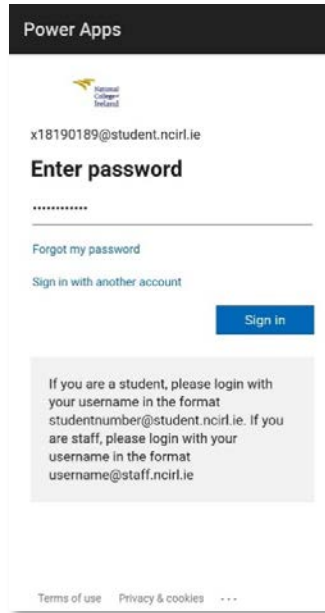


PowerApps may require access to certain information and applications on your phone, including your camera. Please ensure that you accept these access requirements.

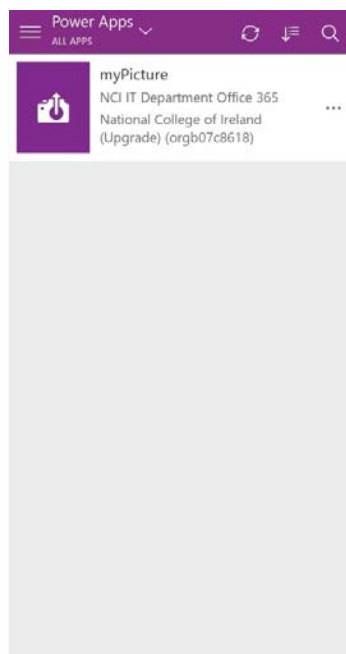
- The first time you log into PowerApps, you will be required to sign in with your NCI email account. (Your NCI email account will take the form of x followed by your student number @ncirl.ie, for example x12345678@student.ncirl.ie).



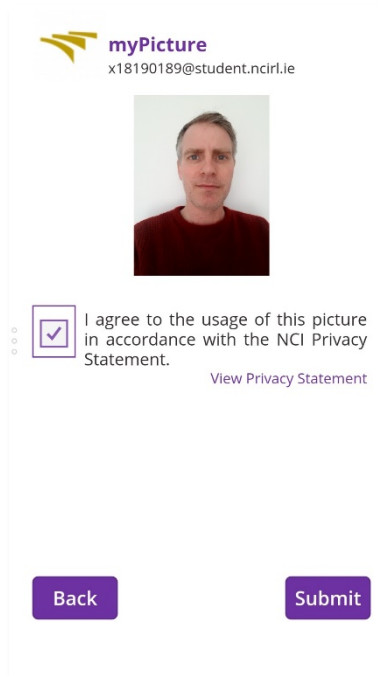
- You will be brought to the NCI PowerApps page where you will be asked to enter your network password. (You should have reset your NCI network password before accessing the myPicture homepage. Steps on how to reset your password have been sent to registered students).



- Upon signing in, you will reach the PowerApps homepage. Please click on the purple camera icon titled "myPicture".



- 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 myPicture 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 below (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 to the Admissions Office. You will receive confirmation of whether your photo has been approved or rejected. If the photo had been rejected, you will be asked to retake your photo again. 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.

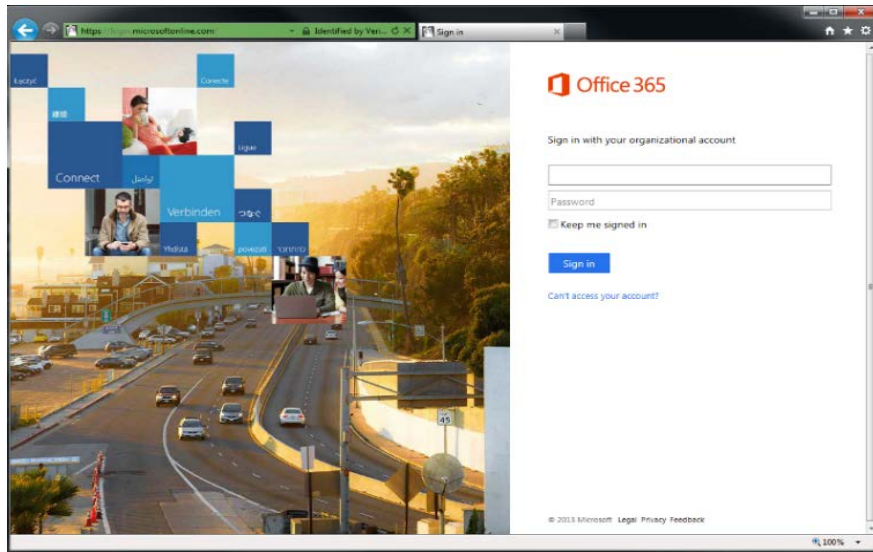
* Student ID Photo Guidelines

- The head should be centred in the image. A frontal pose looking directly at the camera and showing full face must be used and should be taken against a plain white, cream or light grey background.
- Your expression should be neutral with both eyes open and mouth closed. There should be no hair covering the eyes. Sunglasses are not acceptable.
- Only head coverings worn for religious reasons are permitted.

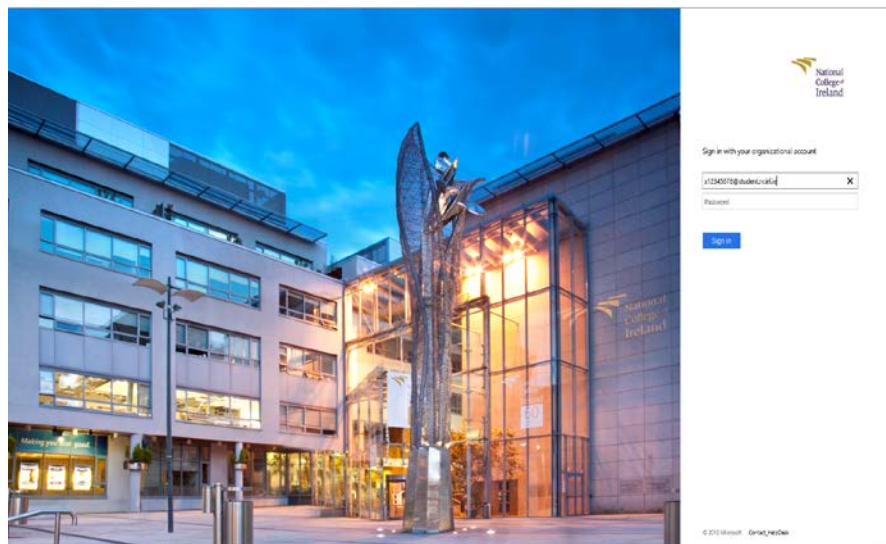
From a Desktop or Laptop


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

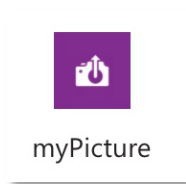
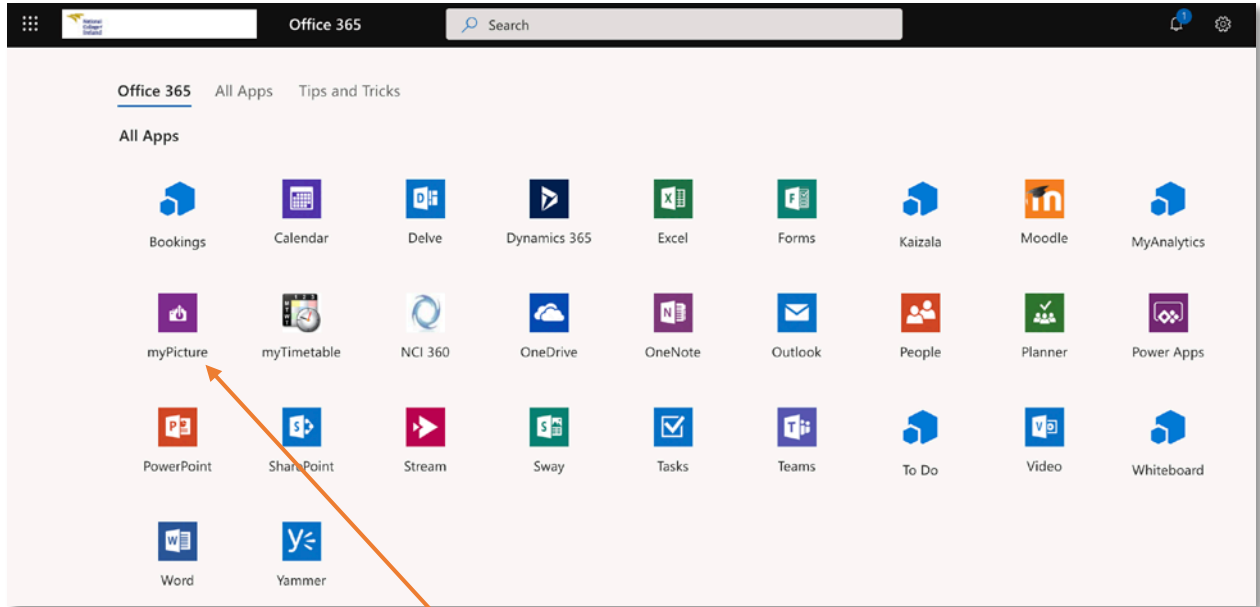
1. Log into [Office 365 \(https://login.microsoftonline.com\)](https://login.microsoftonline.com). You will be required to sign in with your NCI email account. (Your NCI email account will take the form of x followed by your student number @ncirl.ie, for example x12345678@student.ncirl.ie).




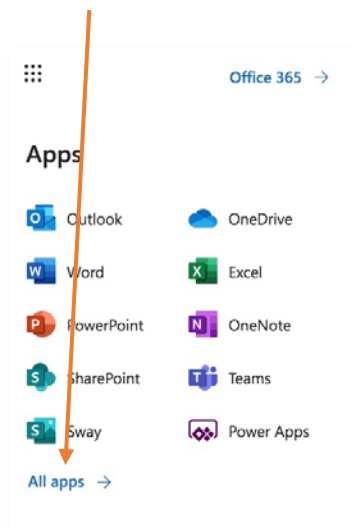
- You will be brought to the NCI Office 365 sign in page where you will be asked to enter your network password. (You should have reset your NCI network password before accessing the myPicture homepage. Steps on how to reset your password have been sent to registered students).



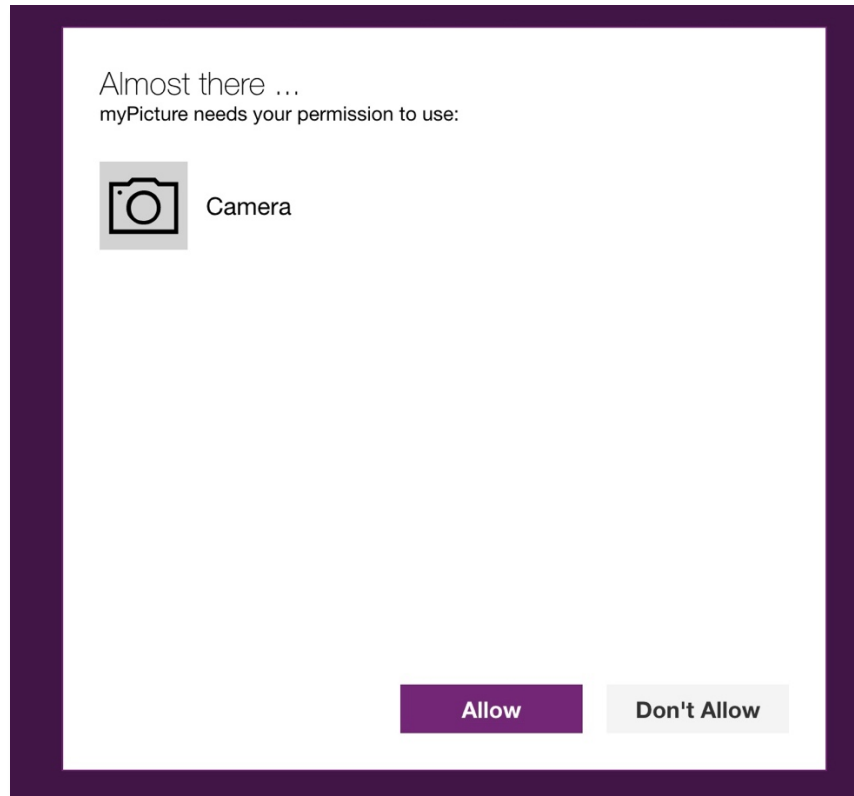
- Once you have logged into Office 365, you will need to click  feature and you will be presented with the below screen. Please select the myPicture icon.



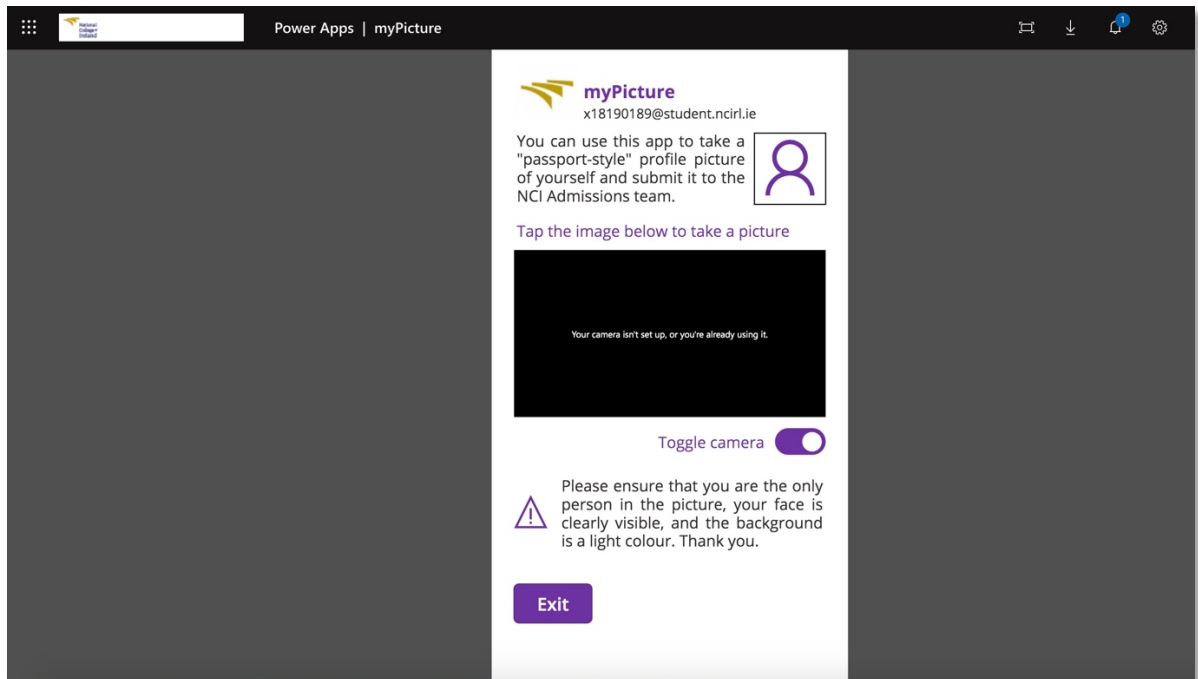
- Or click the top left hand-side on the Office 365 apps icon  and display the dropdown menu of applications. Please click "All apps" to find the myPicture app.



- myPicture will need permissions to use your camera features in your device. If you wish to proceed, please click Allow button.



- You will be brought to the myPicture Homepage. Please use the camera on this page to take your student card identification photo. Prior to taking your photo, please consult the *Student ID Photo Guidelines below (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 to the Admissions Office. You will receive confirmation of whether your photo has been approved or rejected. If the photo had been rejected, you will be asked to retake your photo again. 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.
- Students commencing courses in autumn 2020 will receive their student cards in September by post.

* **Student ID Photo Guidelines**

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