

ID Badge Photo – Upload Guidance



All learners are required to upload a passport style photo to their portal under the **My GC ID Badge** section. All photos will be assessed and if deemed inappropriate for your ID Badge they will be removed, and you would be required to re-upload or take one when you come to college.

We have put some further guidance below for you.



If you are using a Smart Phone / iPhone, make sure you **do not** take the photo in **Live Image Mode**, this **will not** upload.



Make sure the photo you have taken is clear before uploading.



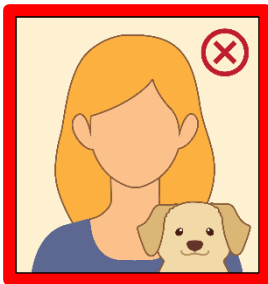
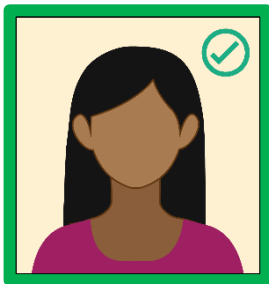
The photo should be a passport style photo but **not** a photo of your passport.



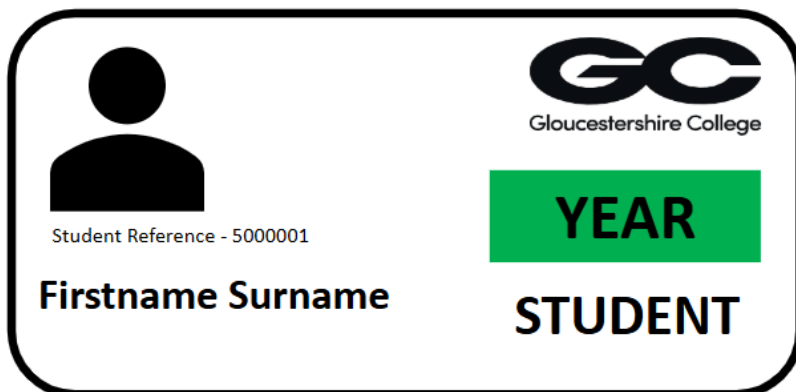
The photo must be uploaded as portrait (as below) and not landscape.



The photo should **not** contain other people, objects or pets or have filters or backgrounds applied.



What will my ID Badge look?



ID Badges **must** always be worn and visible when you are at college.

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