

# How to upload your photo for your Student ID card

You can do this on your PC, tablet or phone.

\*You must be enrolled in units to be eligible to upload a photo



What you need to do:



1. Log into your Web Enrolment System (WES)  
Go to:<http://my.monash.edu.au/wes/>
2. Photo Identification upload
  - a. Choose your ID type: Passport, Drivers Licence
  - b. Upload an image that contains your photo identification
3. Submit your photo for your student card
  - a. Use an image you have already saved, or take a selfie
4. Crop your photo
  - a. Manually crop from original photo
  - b. Click, crop and save photo
5. Entering your details
  - a. Choose your pick up location (Clayton, Caulfield, Parkville, Berwick, Peninsula)
6. Last steps
  - a. Click submit button to submit your photo

## Photo tips:

- look straight at the camera
- head in straight position
- no hats, sunglasses
- most file formats accepted, (JPG,BMP,PNG,TIFF)

