Cougar Card Office

Online Photo Submittal Procedure

Step by Step Guide:

Step 1: Enter http://www.uh.edu/cougarcard in your browser and hit enter key.

Step 2: At our website you can choose to login by selecting the Cougar Card Online button or the Online Services tab.
**Step 3:** For first time users, select the **Request/Reset my password** link.

**Step 4:** Enter your PeopleSoft ID then choose “Request/Reset Password” button.
Step 5: Verify that your PS ID and email address are correct then select the “Confirm” button.

Step 6: Your temporary password will be sent to your preferred email address. Keep this page open until you receive your temporary password.

Step 7: Along with your temporary password, you will receive instructions for creating your unique password.
Step 8: Select the "Return to login page".

Step 9: Login with your PS ID and temporary password.

Step 10: Select the "Change Password" menu item and create your unique password.
Step 11: Enter the temporary password, create and confirm your new unique password. Select the "Change Password" button.

Step 12: Once your password has been changed successfully, select the “My Card” menu item and click “Request Card”.
Step 13: Before uploading your photo, review the "Instructions for selecting a photo" and the "Instructions for editing a photo". Then proceed to take a photo that meets the listed requirements. Select the "Browse" button.

Step 14: Once you have selected the "Browse" button, find your photo using the "Choose File to Upload" dialog box. Find your picture and click the "Open" button.
Request Card

Please follow these instructions for selecting a photo for your card.

Choose a photo file to upload: C:\Documents and Set Browse

The photo file must be a jpeg file less than 1MB in size. If you try to send a file which is larger than this, your online request will be blocked at our server, and you will be requested to upload a different photo file to complete the process. The photo must be portrait orientation with at least 300 pixels in width and 400 pixels in height. If necessary, you can use these instructions for editing a photo.

Step 15: Select the “Upload File” button to upload your photo.

Request Card

☐ Order a card with this picture on it. There will be a $10 charge if this is a replacement card.

☑ accept these Cougar Card Agreement Terms and Conditions.

☐ Upload a different picture.

Submit

Step 16: Please verify the photo displayed on your screen. If the picture displayed is incorrect, select the "Upload a different picture" button. Be sure to read and accept the "Cougar Card Agreement Terms and Conditions" then select the "Submit" button.
Request Card

Your request has been successfully transmitted.

Once your photo has been reviewed, you will receive further details on the next steps required to receive your new Cougar Card.

Step 17: Your photo has been transmitted and you will receive further details.

Cougar Card Online Services

cougarcard@uh.edu

Sent: Wed 4/14/2010 4:07 PM

To:

Dear

Thank you for using our online services!

You online request has been successfully transmitted. Once your photo has been reviewed, you will receive further details on the next steps required to receive your new Cougar Card. If this is a replacement card, there will be a $10.00 fee that can be paid at pickup or charged to your PeopleSoft account. We will not produce replacement cards until they are physically picked up from our office.

Go Coogs!

Thank You,

Your Cougar Card Office

Step 18: You will receive a confirmation email from the Cougar Card Office providing you with additional information.