**Student Photo Upload instructions**

1.  For your photo to be accepted it will need to be:
    a.  a clear, passport style, recent headshot, with you facing forward and looking straight at the camera
    b.  your eyes must be open and clearly visible (with no sunglasses or tinted glasses and no hair across your eyes)
    c.  of your full head, without any covering, unless it is worn for religious beliefs or medical reasons
    d.  of you on your own (with no other people visible)
    e.  in colour, not black and white
    f.  be upright (i.e. vertical, portrait) -  we cannot rotate images once submitted
    g.  be approximately 150 pixels wide by 180 pixels high and .jpg format
2.  Login to your intranet account at https://intranet.swan.ac.uk
3.  Go to the student profile summary page (this is the default page outside of enrolment periods, otherwise click on the link from the enrolment page)



**Student Online Enrolment**

Welcome to the Online Enrolment process.

**You are not yet enrolled for this academic year.**

To enrol, please select the course from the list below to begin the enrolment process.

**Please remember to upload a recent photo of yourself prior to enrolment** Here

4.  On the student profile click the "choose file" option and select an image to upload from your computer. The number above and to the side of the image represent the dimensions of the image. Any image uploaded that does not match these dimensions will be automatically resized for you
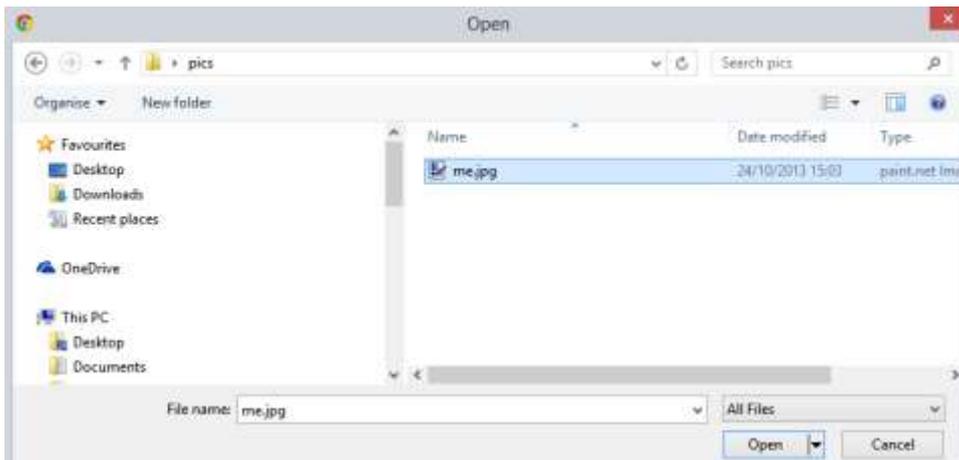
5. After selecting a file a warning will be displayed prior to uploading, informing you of any cut off dates and requirements for the image. Click the "Upload Photo" to finish the process
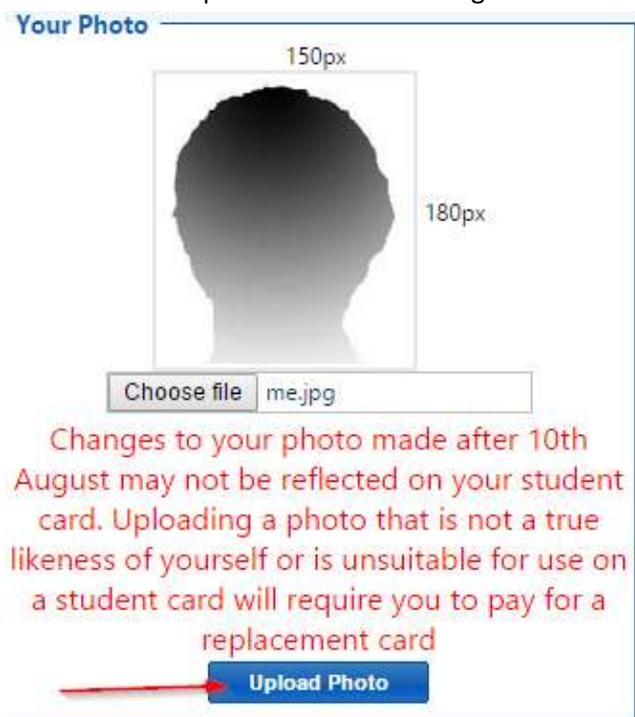


6. You should now see your changed photo along with a success message