



Uploading Your Photo

Step 1: Take and save a photo

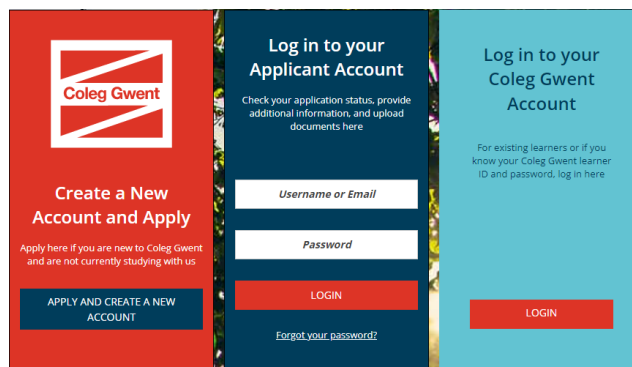
Photos need to be taken in the same style as you would for your passport.

Tips for an approved photo:

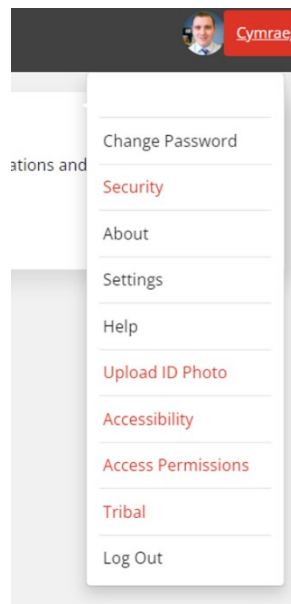
- ✓ Only your head and shoulders should be visible
- ✓ Clear and in focus
- ✓ Unaltered by computer software
- ✓ Face the camera directly
- ✗ No other objects or people visible
- ✗ No hats, sunglasses or other items that could mask your face

Step 2: Submit your photo (from a PC)

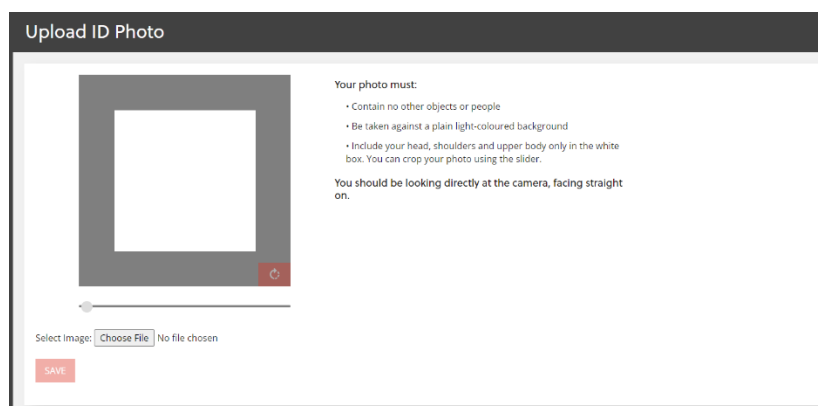
1. Log into your [applicant account](#). Use the e-mail address and password you used to create your account and apply.



2. Click the dropdown arrow in the top right of the screen. This dropdown will appear:



3. Click on 'upload photo'. This will take you to the screen below



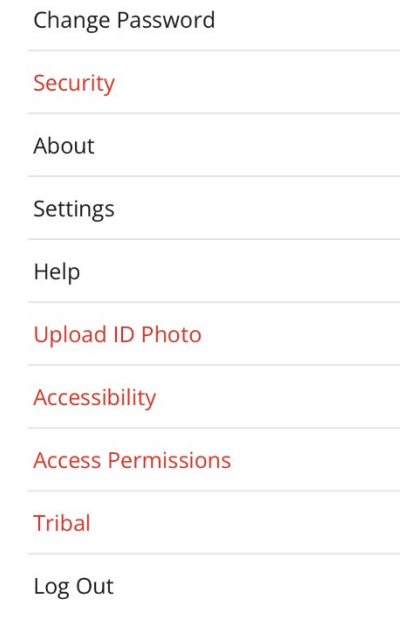
4. Click on 'choose file' and select the image file and save.

Step 2: Submit your photo (from a mobile)

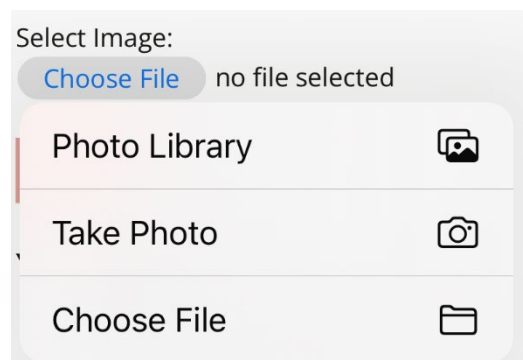
1. Log into your [applicant account](#). Use the e-mail address and password you used to create your account and apply. You need to select the second box (scroll up or down on your phone to get to the correct box)

A screenshot of the 'Log in to your Applicant Account' screen. The title 'Log in to your Applicant Account' is at the top. Below it, the text reads: 'Check your application status, provide additional information, and upload documents here'. There are three input fields: the first is labeled 'Username or Email', the second is labeled 'Password', and the third is a red button labeled 'LOGIN'. At the bottom, there is a link that says 'Forgot your password?'.

2. Click the dropdown arrow in the top right of the screen. This dropdown will appear:



3. Click on 'upload photo'. This will give you the option to take a photo or upload a saved photo:



4. Save the image to your account

Step 3 - Photo Approval

Once you submit your photo, someone will check to make sure it is suitable.

If it is rejected, we will contact you to let you know why and ask you to upload a different photo.

Forgotten your password?

Contact us at enrolment@coleggwent.ac.uk and we can help you reset your password.