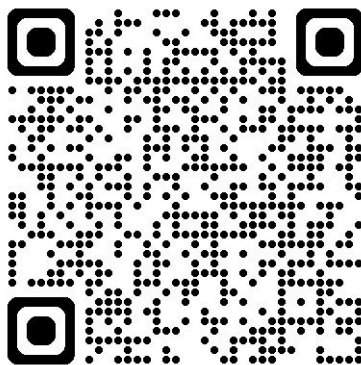


# Trojan Card

## HOW TO UPLOAD A PICTURE FOR YOUR TROJANCARD

- ❖ SCAN QR CODE OR GO ONLINE <https://www.vsu.edu/trojancard/>
- ❖ CLICK ON "STUDENT & STAFF LOGIN"
- ❖ SIGN INTO YOUR VISTA
- ❖ SELECT "PERSONALIZE"
- ❖ SELECT "UPLOAD YOUR PHOTO"
- ❖ UPLOAD GOVERNMENT ISSUED ID
- ❖ ENTER STUDENT EMAIL ADDRESS AND CLASSIFICATION
- ❖ UPLOAD PHOTO
- ❖ SAVE PHOTO AND CONFIRM
- ❖ YOU WILL BE NOTIFIED VIA E-MAIL IF YOUR PICTURE IS APPROVED



- ❖ Your photo should display your head, including both face and hair, from the crown of the head to the collarbone, and facing straight ahead from hairline side-to-side, similar to a driver's license or passport.
- ❖ Head coverings are only acceptable due to religious beliefs, provided the head covering shows a full front view of the face.