

## Uploading Your Photo to HofPass

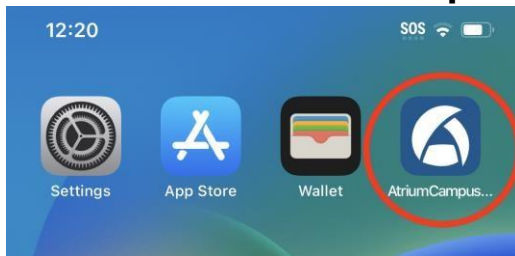
### Photo Requirements:

- JPEG format, color photo
- Resolution must be at least 72 dpi
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or 3/4 angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- Solid background
- A straight face or smile. No funny faces, please
- No photo filters
- No photos in cars
- If your photo does not accurately represent you, you will be asked to retake your picture before we issue your card to you.

### Download Atrium Connect & Install

The following steps will guide you through the install of the Atrium Campus Connect App.

1. Launch "**Atrium Campus Connect**" app.



2. When the App opens, enter your Hofstra Pride email and confirm Hofstra University is shown on the screen and select **Next**.

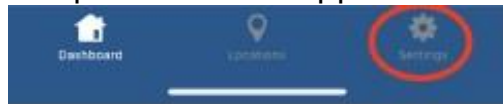


# Hofstra University

3. You will then be prompted to enter your full portal login with username and password.
4. Confirm DUO multi-factor authentication.

## Upload a Photo

5. Click the "Settings" icon on the Home screen of the "Atrium Campus Connect" app.



6. Choose the Menu icon.



7. From the side menu Select "UPLOAD YOUR PHOTO"
  8. Follow the on-screen prompts to upload your photo. This can differ slightly from site to site. Common Options are listed below.
  9. Upload a government-issued ID on the first screen
10. Upload your Photo of you such as a selfie or a portrait.



*You'll receive an email confirming approval **or** requesting a new submission of your photo subject to approval standards. Please note that there is a 24-48 Hours to approve new photos.*