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1. Introduction

1.1. What is CaptureME?

CaptureME is a Web based application that provides new students the ability to upload their ID image via a secure web browser on their computer and mobile devices. This eliminates the need of going physically to a capture station to take a photo for the card. Students will be notified by Student Administration when their photo has been approved and their UWA Campus Card is ready for collection from Student Administration.

1.2. Features

- **Easy access** – login from your computer, tablet or Smartphone. User access is via the id number provided by the organization/school.
- **Face detection** – easily detects face on image file uploaded or image captured from camera. Some guidelines are provided for standard image accepted for printing purposes.
- **Manual/auto cropping** – ability to manually crop the image if auto cropping is not desired.
- **Simple** process highly intuitive interface.
- **Automatic Email communication** - emails updating potential cardholders on the status of their card i.e. approved or rejected and where and when to pick up the card.
2. **CaptureME Opening Page - Privacy Statement**

Students can access CaptureME via the home screen of studentConnect or via the Campus Card website.

Below is the screen shot of a sample start page (for illustration purposes). **You must read this statement and agree to accept and continue.**
3. **Selecting Photo**

The first step in the process is to **Select Your Photo**. Your options are:

1. **Upload a photo** - Choose a photo file from your tablet, smart phone or computer. Almost all file image formats are accepted (E.g. JPG, BMP, PNG, TIFF etc).

![Select Your Photo](image-url)
2. **Take a photo from a web cam** – The browser will detect the camera installed. If you are using mobile it will utilise your smart phone’s camera.
4.1 Choose a photo

The browser will open a window to select file from your computer. Once a file is selected the image is placed on the page as shown below.

If a face is detected it will show "Face detected"
Select Use this photo button or Upload a different photo to change the image file.

4.2 Take a photo from a webcam

If you wish to capture a photo from your webcam or mobile camera, click the Allow button to allow access to camera as shown below. A live stream will appear on the left window, click Take photo to capture photo.
The image captured is shown on the other window as shown below. If no face is detected it will display Red “X” on top of “Face detected”
5. **Crop your photo**

Once photo is selected either from uploading a photo or capturing from a webcam, the next step is to crop your photo. The photo below shows the auto crop feature based on face detection.

Click **Use photo above** to accept the auto cropped photo or click **Crop from original photo** to manually crop the photo.

**Auto Cropped based on face detection:**

![Image of auto-cropped photo with options to use auto-cropped photo or crop from original photo.](image-url)
Manual cropping from original photo captured, Click Crop and save photo.
6. **Entering your details**

After cropping your photo, the next step is to check your details. It's important to check that your **full legal name** is displayed as it appears on your birth certificate or passport. This is the name that will appear on all your official UWA documents, including your graduation certificate. If the record displayed is incorrect, please contact Student Administration immediately via askUWA. Please do not confirm until you have received notification that the changes have been made - close your session in CaptureME and log back in at a later date.

If the details are correct and you are happy with the photo, click **Confirm details** when done.
7. Final Step

The last step is to submit your photo. Below is a screen shot of your uploaded or captured photo. Again, please check that your personal details on the card are correct before submitting.

Click Submit button to submit photo. A successful message will be displayed and prompt you to close the browser. Your photo is now submitted.
8. What’s next?

You will receive an email confirmation that your photo has been submitted. Once you’ve submitted a photo, CaptureME will wait for its approval from the Student Administration team. While the photo is still being approved, you may still access your details and logon again.

Sample email below:

```
Dear Nicholas lan,

Thank you for using CaptureME. You have uploaded a new photo for your ID Card via the CaptureME service. Once your photo has been approved by your the University, you will be sent a confirmation email.

Student ID: 21107506
Pick up location: (UAT)UWA Crawley

This email is automatically generated by CaptureME, please DO NOT reply.

University of Western Australia
Warm Regards

THE UNIVERSITY OF WESTERN AUSTRALIA
```
The next time you login, you will see Your Photo Exists page which displays the status of your photo as Uploaded and shows the date you uploaded your photo.

Click Upload different photo if you want to change your uploaded photo, see the sample screen below:
If the image has been already approved, the next time you logon to the system you will see the status of your photo as **Exported**, and your campus card will be available to be picked up at selected location, date and time as per the email confirmation sent to your **UWA student email account**.

**Rejected photo**

If your photo is rejected, you will be sent a notification with further instructions, you are usually required to re-upload your photo, **sample** email below:

```
Dear Nicholas,

Your photo for a Student ID Card has been rejected for the following reason:

**Clear background is required**

Please upload a new photo. See the sample ID photo below:

This email is automatically generated by CaptureME, please DO NOT reply.

University of Western Australia
Warm Regards

[Image of a sample ID photo]
```
Approved photo

Once your photo is approved, you will be sent a notification email with pick up location, date and time, sample email below:

Dear Nicholas,

Your photo has been approved and your card will be available in due course.

Student ID: 21107506
Pick up location: (UAT)UWA Crawley

This email is automatically generated by CaptureME, please DO NOT reply.

University of Western Australia
Warm Regards

THE UNIVERSITY OF WESTERN AUSTRALIA
9. **Tips for your photo**

When choosing a photo to upload or capturing a photo from webcam, please consider the following tips.

- Photo is frontal shot
- Head in straight position (not tilted to left or right)
- No hat, no eyewear or mask. (unless on religious grounds)
- Eyes should be clearly visible, e.g. not covered by hair.
- Eyes look straight into the camera.
- Face should cover at least 25% of the photo.
- Leave reasonable space around face area.
- Photo file size at least: 320x240px (height x width)
- Rotation: yaw/pitch/roll ±20°