



University College Dublin
Ireland's Global University

How to Upload your Photograph to SISWeb

Remember! This is an essential step in the registration process and must be completed in order to receive your UCARD

1. Log onto SISWeb by visiting www.ucd.ie/connect
Enter your UCD ID or email address
Enter your password

UCD Connect & Student Information System (SISWeb)

UCD Connect

Mail Calendar Drive Blackboard Brightspace Password

Community Library Registry Teaching & Learning Research & Innovation IT Services Students' Union Student Help

InfoHub SISWeb AppsAnywhere Software Download OneSearch Library Account

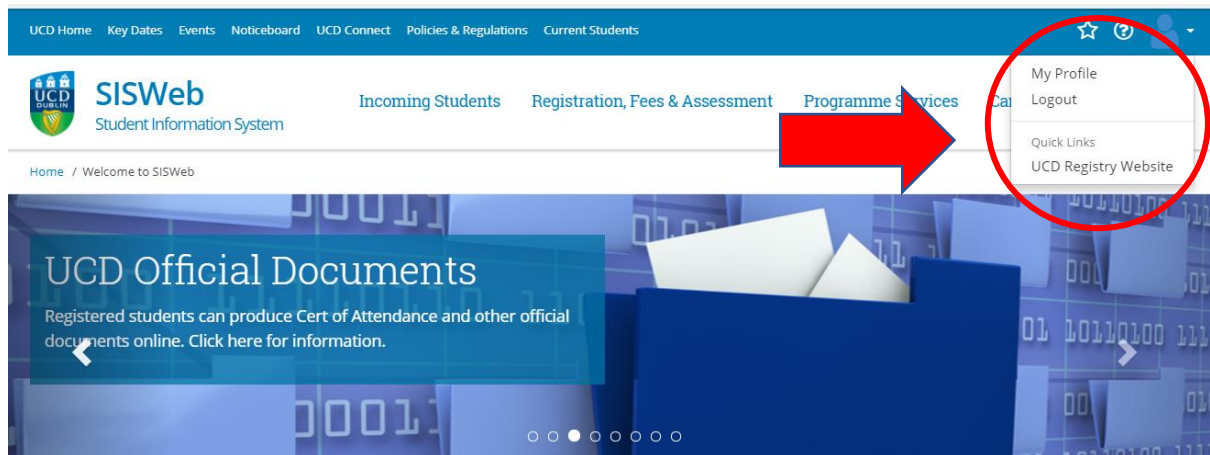
Log onto:
www.ucd.ie/connect

- Email
- Calendar
- Google Drive
- UCARD
- Accommodation
- Registration

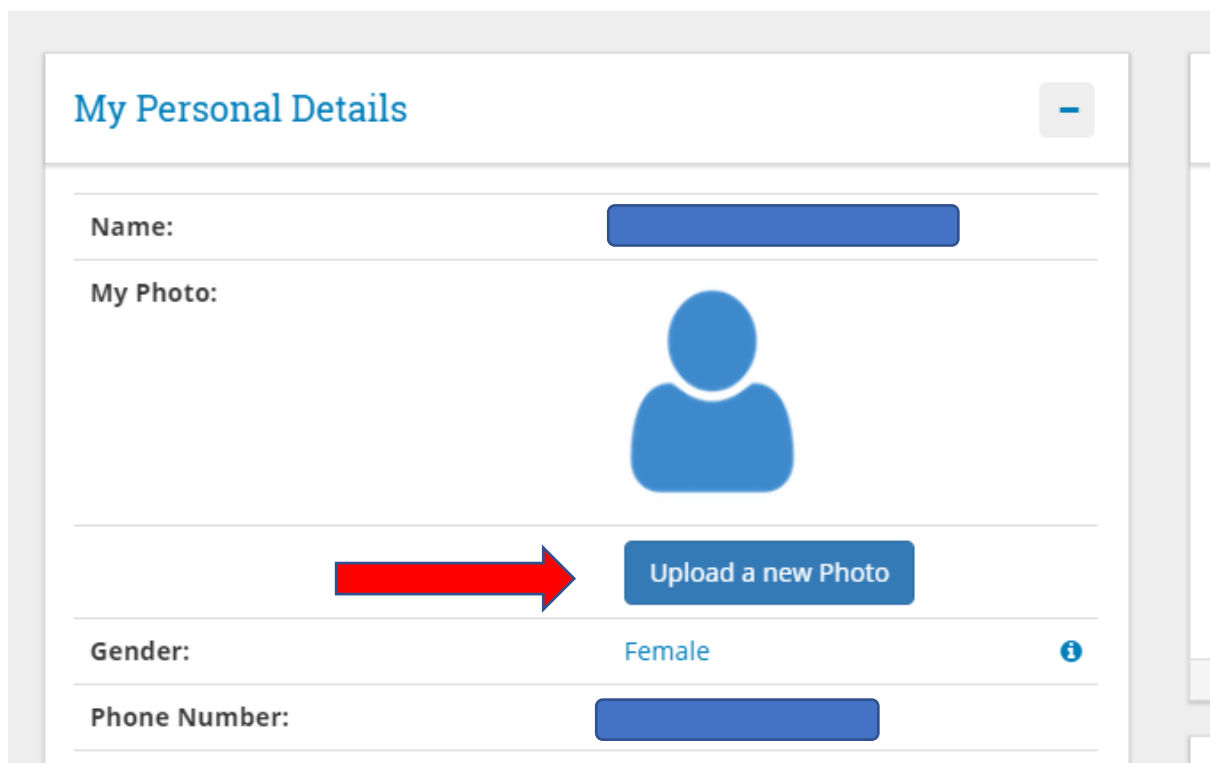
& Lots more!

Your password is your UCD ID number and your date of birth DDMMYY

2. Click on the blue icon in the top right corner
3. Select “My Profile”




4. Under “My Personal Details”, Select “Upload a new Photo”



5. Follow the instructions.

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 **SISWeb**
Student Information System

Incoming Students Registration, Fees & Assessment Programme Services Campus Applications

[Home](#) / [Upload your Photo](#) ←

Upload your Photo

Use this facility to upload a photo of yourself which will be used to print your UCard. **All photos will be reviewed** by UCD and you will receive an email when your photo is approved or rejected. If it is rejected, then you must upload a new photo. It will take at least 1 working day after you have uploaded your photo before your card will be available for collection

For criteria and tips on uploading photos click [HERE](#).

To check the size of your photo file click [HERE](#)

To help crop & resize your photo try this website. Click [HERE](#) for Photo Web resizer.

Only jpg files may be uploaded. Maximum file size is 50kb.

If you encounter difficulties in uploading a photo, please contact ucard@ucd.ie for further assistance.

If you have any problems, email ucard@ucd.ie