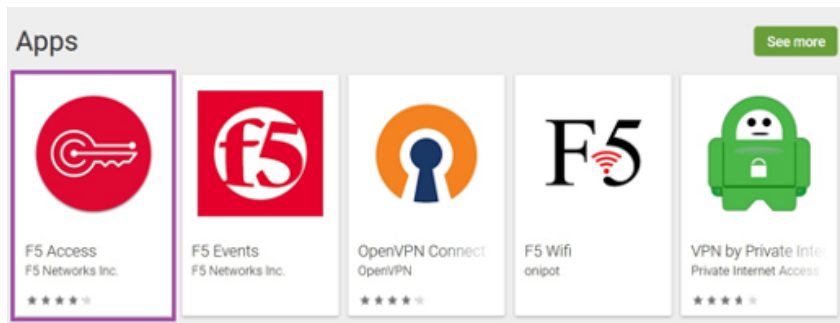


Online Photo Upload for Android

The deadline to upload your photo is Sunday August 2nd at 11:59PM CST

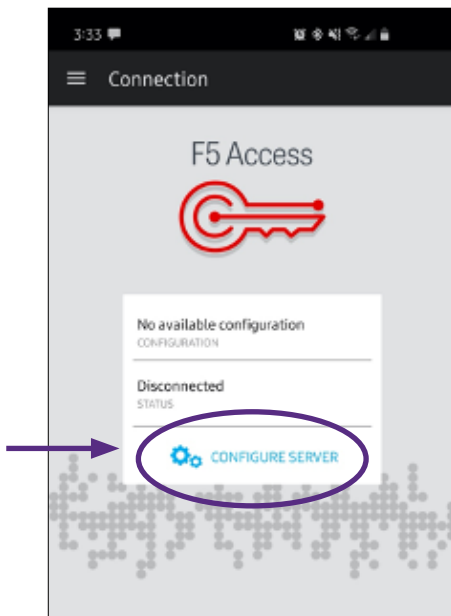
Step 1: Set up F5 VPN on an Android device

A. Download F5 Access from the Google Play store (this is a free app). **Be careful not to download F5 Access Legacy** – this will not work on current versions of Android.

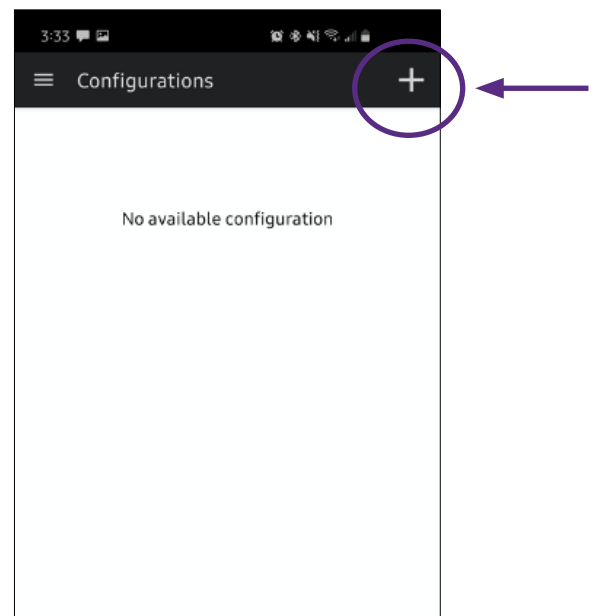


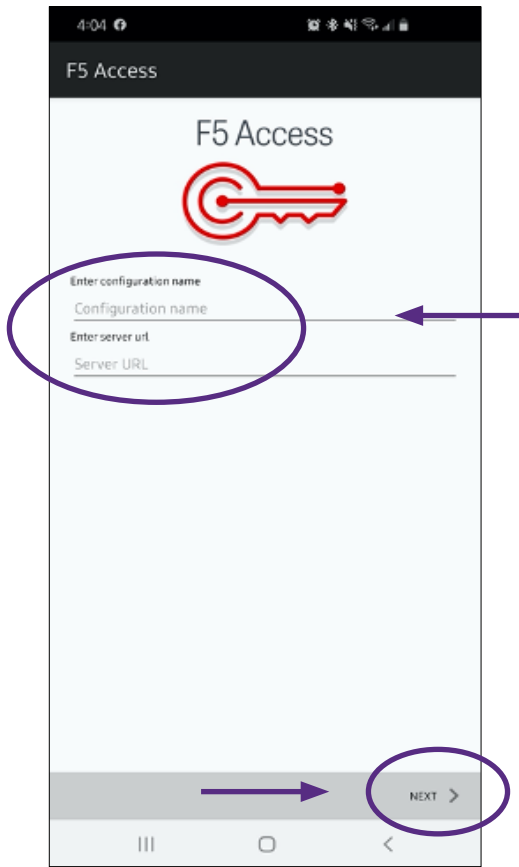
- After downloading, open **F5 Access**.
- Once open, agree to the Terms & Conditions and chose whether or not to allow notifications (choose either).

- Tap **Configure Server**.

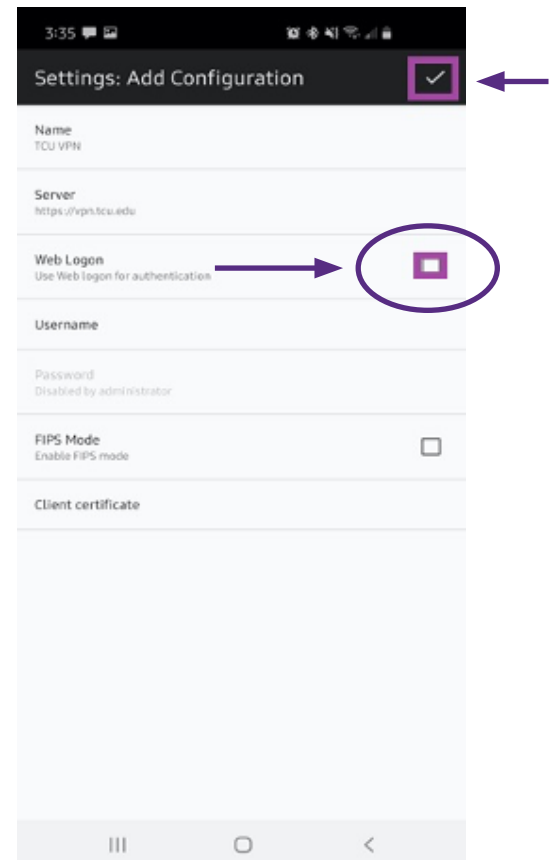


- Tap the **+** symbol at the top right





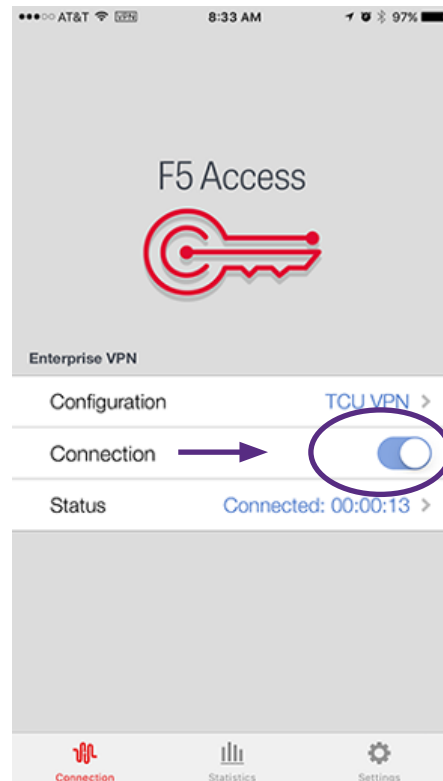
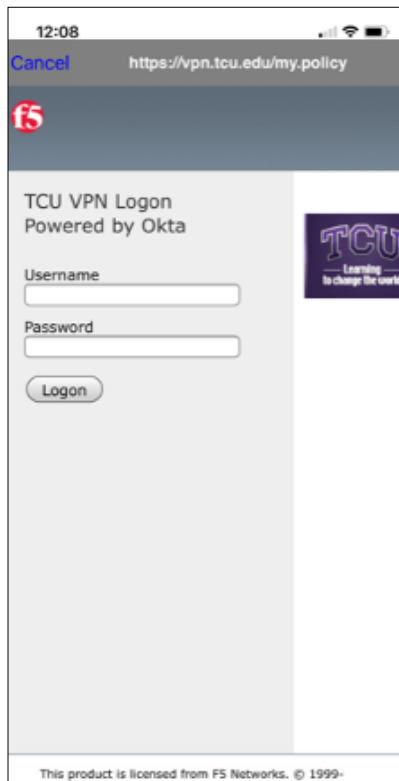
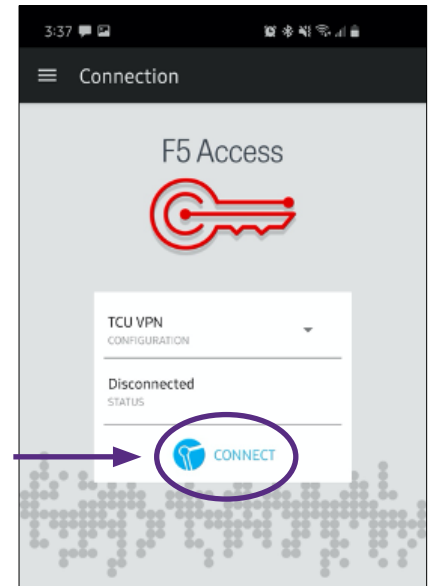
- For the description, type **"TCU VPN"**
- For the server, enter **https://vpn.tcu.edu**
- Tap **NEXT**



- Tap on the box for **Web Logon**
- Tap the check mark at the top right of the screen
- If prompted, authorize adding the configuration to your phone.
- Once configuration is complete, you will need to start a VPN connection.

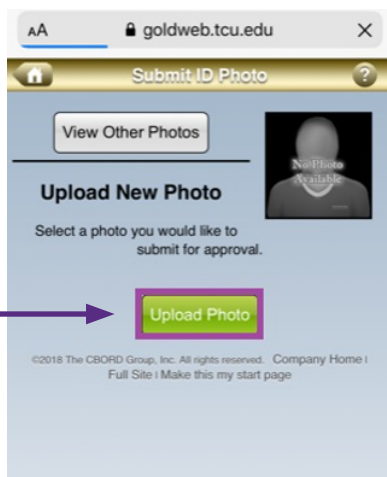
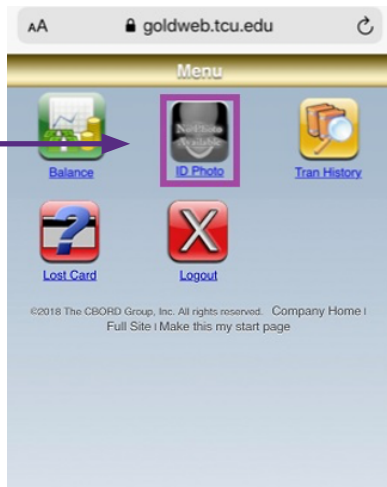
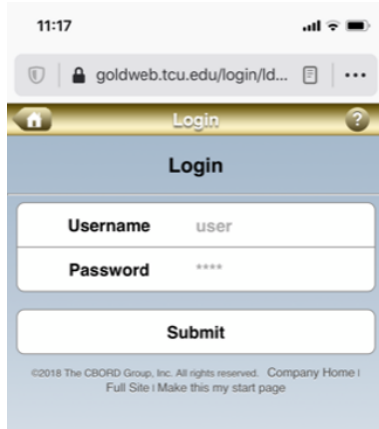
B. Starting a VPN Connection

- Open the F5 Access app and tap on **CONNECT** at the bottom center of the app.
- Enter your **TCU username** (not your TCU email) and enter your **TCU password** and click Logon.



- Now you are connected to TCU's VPN. Keep F5 Access (VPN) connected in the background – do not swipe to close the F5 Access app or disconnect.

Step 2: Uploading your picture for your TCU ID Card

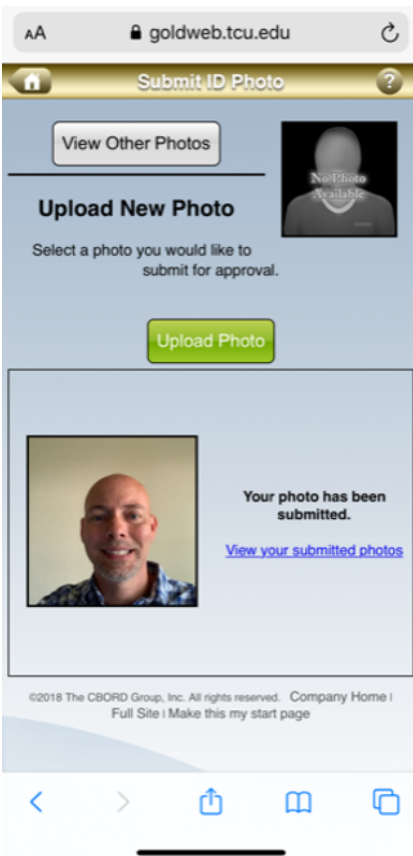
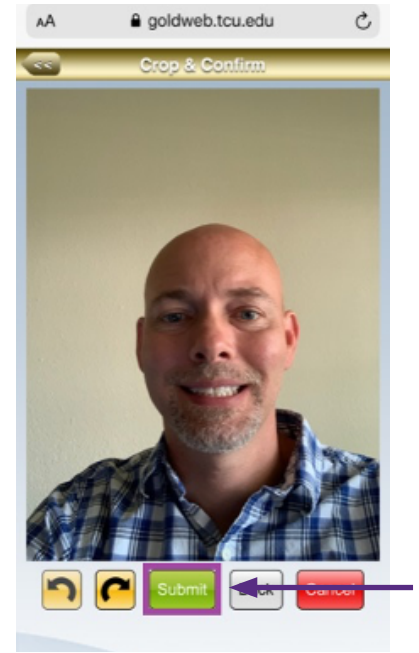
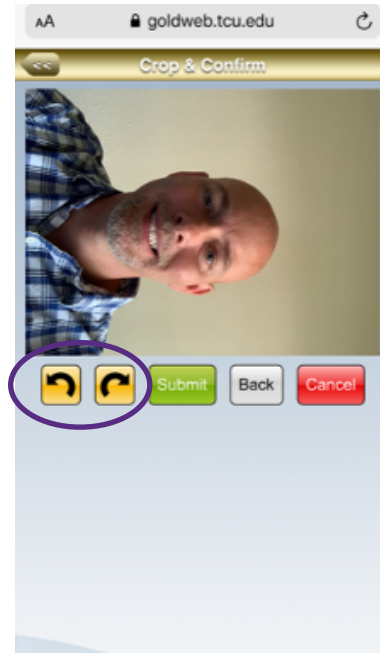


- With VPN F5 Access still connected, open a browser and go to **goldweb.tcu.edu**
- Login with your **TCU username** (not your TCU email) and password
- Click on **ID Photo**
- Click on **Upload Photo**
- Choose Take Photo to take a photo with your phone or tablet or Photo Library to choose a photo from your camera roll on your phone or tablet. Please keep in mind these requirements for an acceptable picture:

- When selecting a photo, please keep in mind the following photo guidelines:
- Photo should be no more than 6 months old
- Photo should have a white or light-colored, solid background
- Avoid photos with shadows – especially shadows on your face
- Choose an image that is in focus
- Use natural facial expressions – natural smiles are acceptable
- Look straight at the camera
- Make sure your eyes are open and not obscured
- No sunglasses on the eyes or sitting on top of your head
- Head coverings may be worn for religious purposes only
- Only color photographs will be accepted

- Photos that do not meet the above guidelines may be rejected.
- Notification of rejections will be sent via TCU email.
- The ID Center is unable to edit photos.

- After taking your photo, you can crop your picture, rotate it, retake/ reselect it, and submit it. Please crop your picture similar to the example on the far right .
- Once you are satisfied with your photo and the crop, click on Submit to the right of your photo.



- A successful submission looks like this.

For questions or more information email idcenter@tcu.edu