UST:SO06 A.Y. 2023-	₀-00-ME02 2024	
ТО	:	DEANS, PRINCIPALS, DIRECTOR, REGENTS AND ACADEMIC UNIT SECRETARIES

- FROM : OFFICE OF THE SECRETARY-GENERAL
- RE : ID CARD PROCESSING

INTERNAL PROCEDURES FOR THE PROCESSING OF ID CARDS FOR NEW STUDENTS, AY 2023-2024

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STEP 1. Dissemination of proper requirements and guidelines for processing ID cards to all new students of the Faculty/ College/ School/ Institute (c/ o A cademic Units).

STEP 2. Uploading of required photos, digital signature, and additional ID for validation by each student in the MyUSTe Student Portal (c/ o Students).

STEP 3. Validation/ screening of the submitted pictures, signatures, and additional IDs (c/ o Office of ICT - ID Group).

STEP 4. Downloading of the compliant and validated pictures and signatures for batch file processing and printing of individual ID cards; activation and personalization for the ID system locators (c/ o Office of ICT ID Group).

STEP 5. Encasing activated and personalized IDs in ID card holders with lanyards (c/ o Office of ICT ID Group).

STEP 6. Checking, counting, sorting, and packaging of printed ID cards per section, per program, per academic unit (c/ o Office of ICT ID Group).

STEP 7. Synchronizing student information system data from the MyUSTe Portal (c/ o Office of ICT ID Group).

STEP 8. Turning over of printed ID cards to the respective academic units for distribution to students (c/ o Office of ICT and Academic Units).



- f) For FEMALE STUDENTS, falling bangs should not cover the eyes. Long hair must be tossed back and ears should be visible; and
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.

REQUIREMENTS' GUIDELINES ON THE SUBMISSION OF PICTURE AND DIGITAL SIGNATURE

<u>REQUIREMENTS:</u>

a) One (1) 2x2 picture in compliance with the guidelines below (picture must be in .JPG format; image resolution should be minimum of 800 x 800 pixels to maximum of 1024 x 1024 pixels). Save picture with a filename as your student number (i.e., 2023001611.

- c) Ideally, picture must be taken wearing your prescribed uniform. If uniform is not yet available, simple white polo shirt/blouse, with black coat should be worn;
- d) Eyeglasses and COLORED contact lenses must be removed before the photo is taken;
- e) For MALE STUDENTS, good/ decent haircut is the highly preferred option;
- f) For FEMALE STUDENTS, falling bangs should not cover the eyes. Long hair must be tossed back and ears should be visible; and
- g) Colored and dyed hair, earrings, and hair accessories are not allowed.

PROCEDURES IN THE UPLOADING OF PICTURE AND DIGITAL SIGNATURE THROUGH THE MYUSTe STUDENT PORTAL

1. Login to MyUSTe Portal at https://myusteportal.ust.edu.p 0.0000092 0 612 72 re92 0 612 72 reW*hBT/F2 1