

# HERE IS WHERE~

## I UPLOAD A PHOTO FOR MY ID CARD



### Welcome to NUI Galway

Click [here](#) for online registration opening dates, where you will be able to register for your course online. \*\*You **cannot** register before your given date.

In advance of this you can log on from **today** to your Student Portal and load a photo which will be used for your student ID card.



## Let's get started...

### How do I log on?



- Your **Username** ( student ID number) is your CAO or Application number
  - Your temporary password is galwayddmm
- Example: (where dd is the first 2 digits of your day of birth and mm is the first 2 digits of the month of your birth) e.g. a date of birth 21 Jan 1990, your temporary password is galway2101.*

Please click on this [link](#) for details on how to load your images now

### Load your student image now!



- Log onto your [student portal](#) .
- You will see 3 tabs at the top - select the 3<sup>rd</sup> tab - "Profile"
- Select the "upload photo" button.
  - Selfie – head and shoulders only
  - Before you upload check the [guidelines for photo size etc here](#)

This photo will be used for the duration of your course at NUI Galway, so make it a good one!

## Help!



If you cannot upload a photo or you have uploaded it incorrectly, please email your photo as an attachment to [regphotos@nuigalway.ie](mailto:regphotos@nuigalway.ie)

Include **your student ID number** in the email or your photo cannot be applied to the system.

### Registration

1<sup>st</sup> Floor, Aras Ui Chathail  
NUI Galway  
[reghelp@nuigalway.ie](mailto:reghelp@nuigalway.ie)

