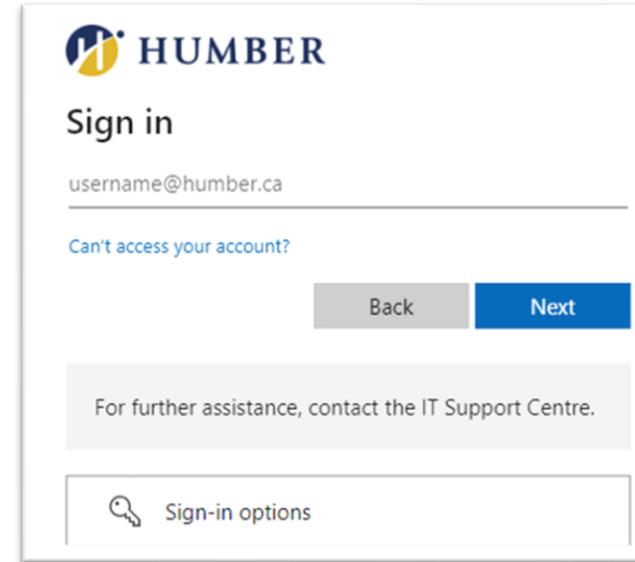


1



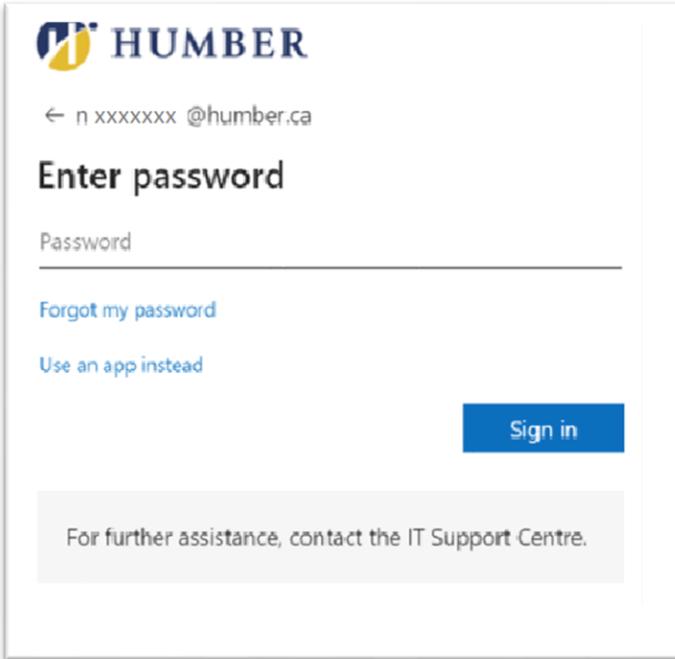
Step 1 – Open a browser and navigate to: <https://myphoto.humber.ca>

2



Step 2 – Log in using your Humber or Guelph-Humber credentials (username and password).

3



The screenshot shows the Humber login interface. At the top left is the Humber logo, consisting of a stylized 'H' in blue and yellow followed by the word 'HUMBER' in blue. Below the logo is a back arrow and the email address 'n xxxxxxx @humber.ca'. The main heading is 'Enter password'. There is a password input field with a horizontal line below it. Below the input field are two links: 'Forgot my password' and 'Use an app instead'. A blue 'Sign in' button is positioned to the right of the input field. At the bottom, a light gray box contains the text 'For further assistance, contact the IT Support Centre.'

Step 3 – Enter your Password.

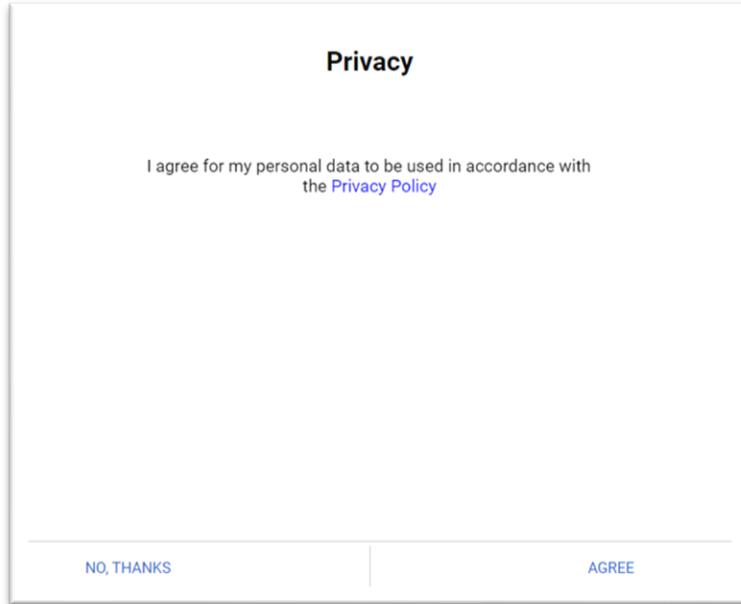
4



The screenshot shows a step in the login process where the user is prompted to upload documents. The text in the center reads 'Please upload a Government-issued ID first, followed by a self-portrait photo'. At the bottom of the screen, there are two navigation options: 'PREVIOUS' on the left and 'NEXT' on the right, separated by a vertical line.

Step 4 – Please read and click Next.

5



Step 5 – Agree to the [Privacy Policy](#).

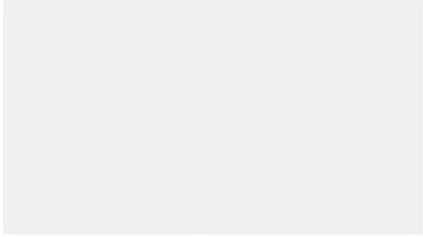
6



Step 6 – Once you have logged in, follow the on-screen instructions to upload or capture a picture of your government-issued photo identification. As per the [Photo Identification Policy](#), the following documents are acceptable: driver's licenses, passports, military identification cards, citizenship cards, and permanent resident cards. Note that photos of government-issued identification are immediately and permanently deleted after being used to validate one's uploaded photo for photo identification purposes. Please DO NOT upload a photo of your health card.

7

ID Document



[UPLOAD](#) [CAPTURE](#)

[PREVIOUS](#) [NEXT](#)

Step 7 – Upload Or Capture and Click Next.

8

ID Document

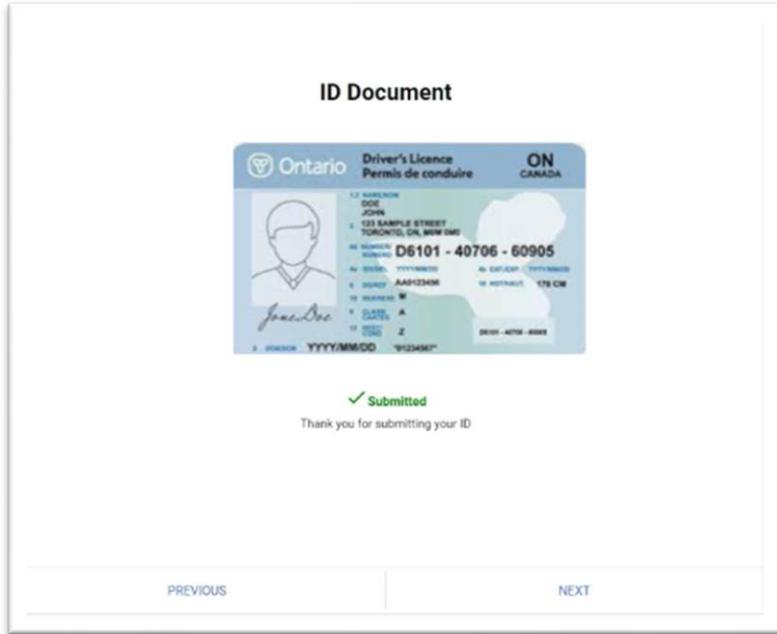


[SUBMIT](#) [RETAKE](#)

[PREVIOUS](#) [NEXT](#)

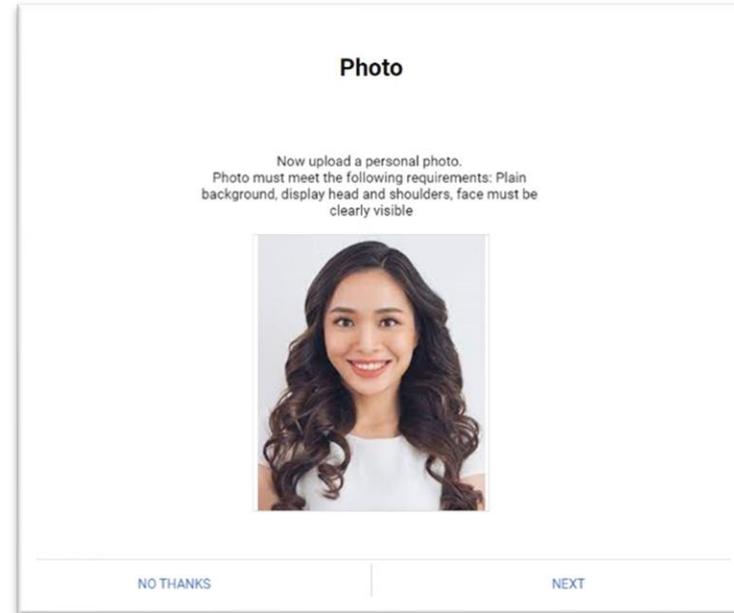
Step 8 – Click Submit

9



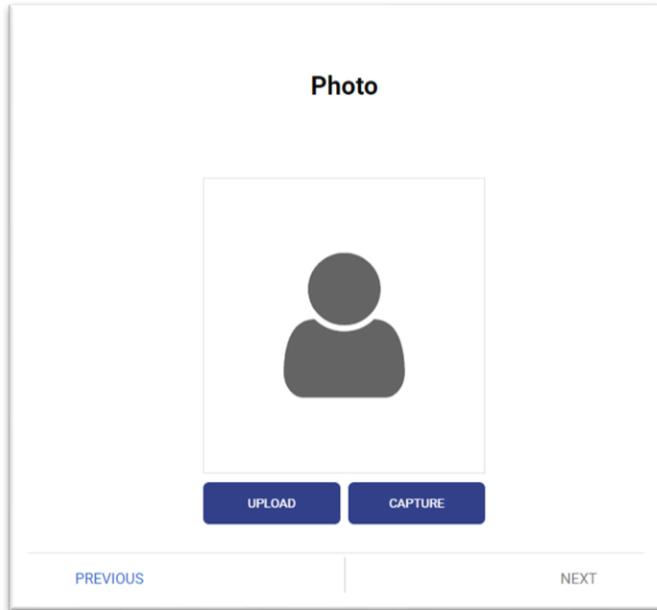
Step 9 – Review and Click Next.

10



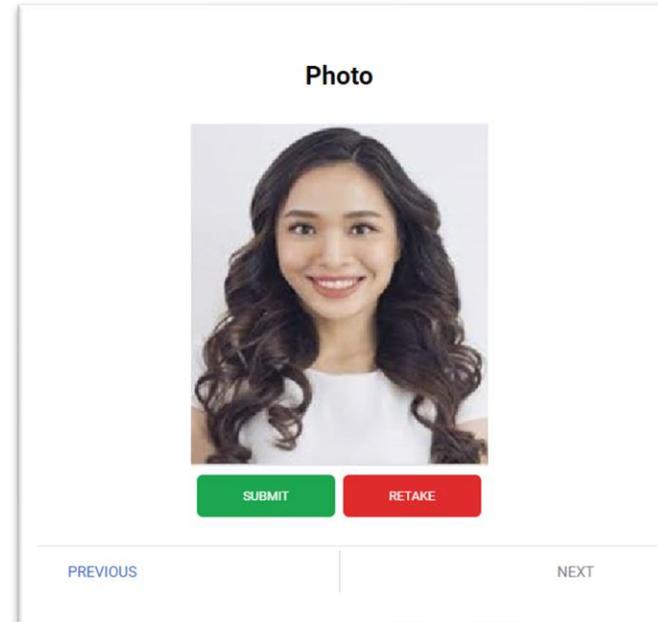
Step 10 – Continue by uploading the photo you would like to use for photo identification purposes. Follow the on-screen instructions to upload your picture. Note that photos must satisfy specific quality, framing, lighting, position, background, glasses, facial appearance, and expression requirements just like passport photos. Please consult the Photo Identification Policy for more details.

11



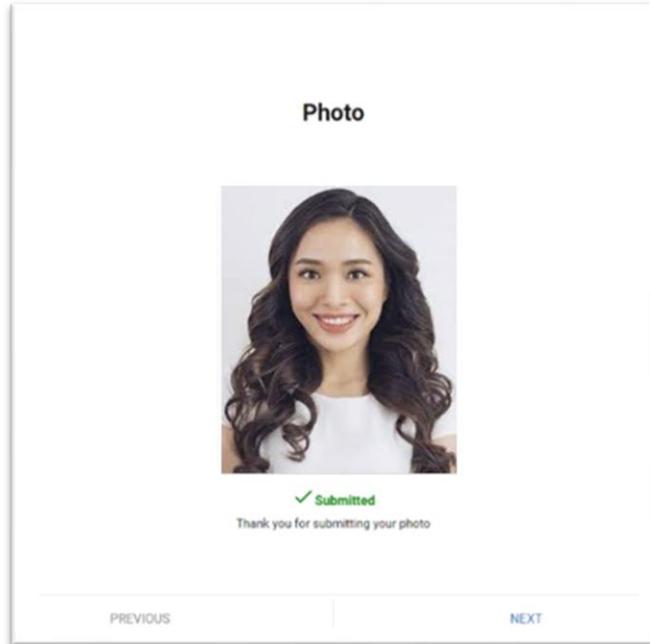
Step 11 – Upload Or Capture and Click Next.

12



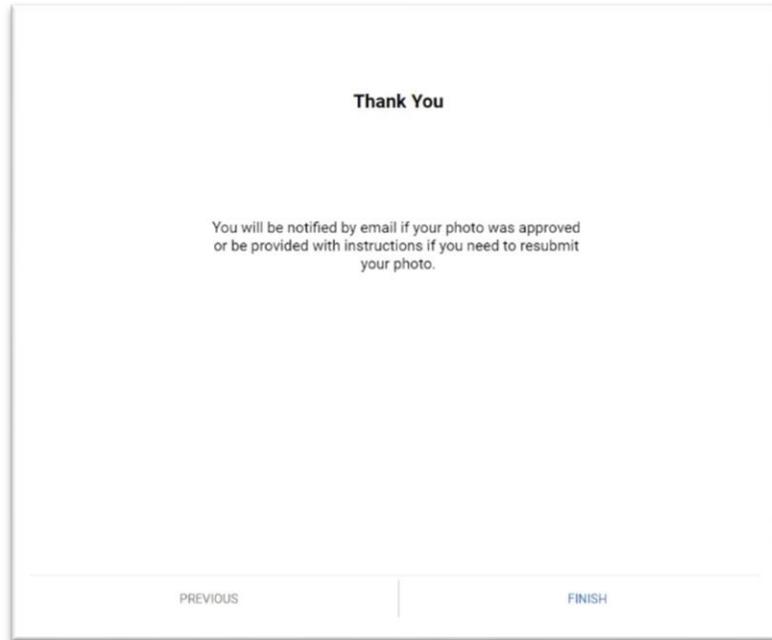
Step 12 – Review and Click Submit.

13



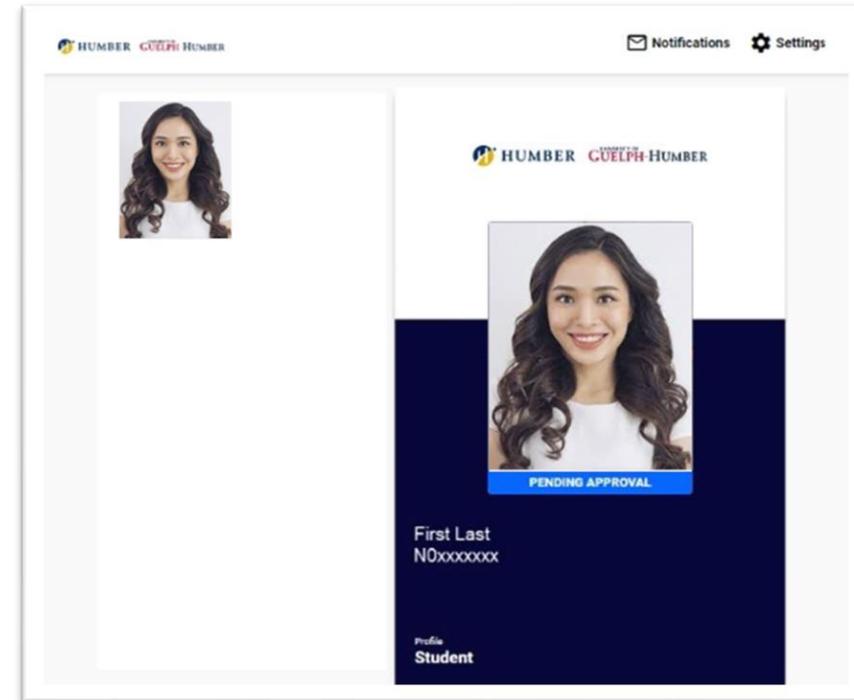
Step 13 – Review and Click Next.

14



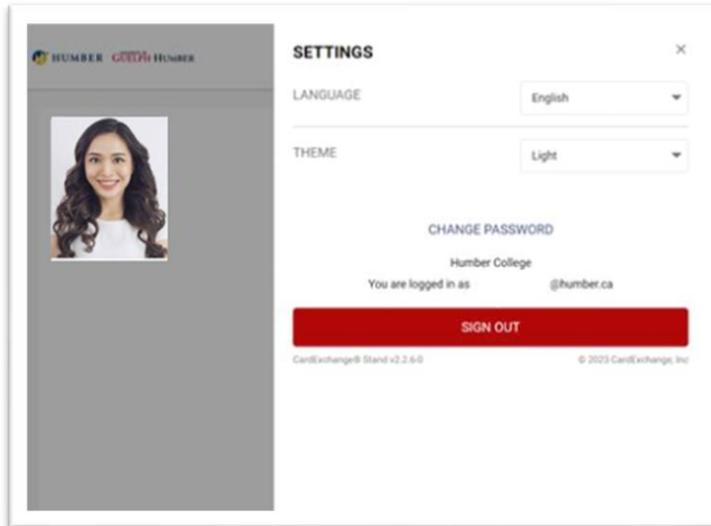
Step 14 – You will then see a screen advising you that you will be notified by e-mail of either the approval of your photo OR further instructions on how to resubmit your photo. Click the “FINISH” button.

15



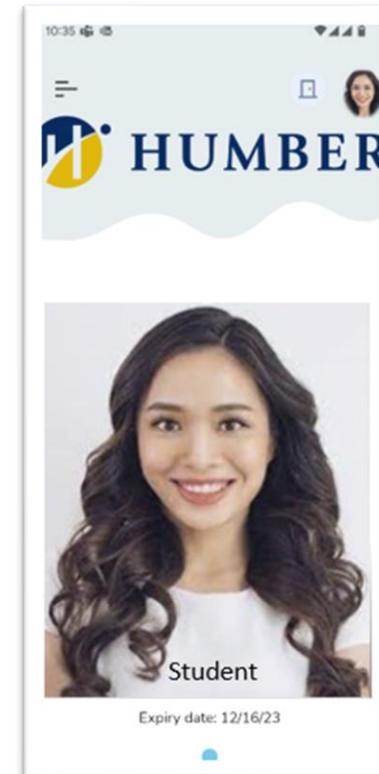
Step 15 - Your photo is now “ PENDING APPROVAL” status. Please wait for up to 24 hours , Once approved you will receive an email notifying you that “Your Photo has been Accepted”.

16



Step 16 – Please go to Settings > Sign Out and close the browser.

17



Step 17 – Once approved your photo will be now be visible on the One Card /AVRO application.