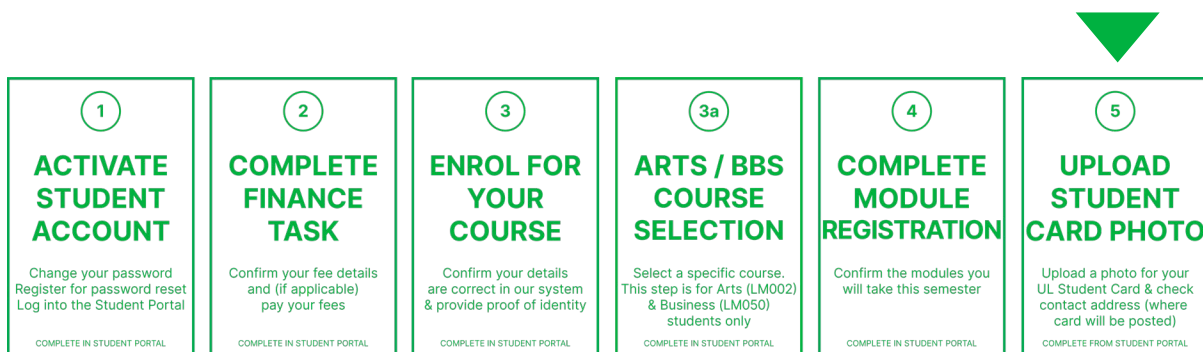


## Step 5: Upload Student Card Photo & Check Address



### What you will need to complete this task:

- Your UL Student email address & password
- A photo that meets the stated guidelines

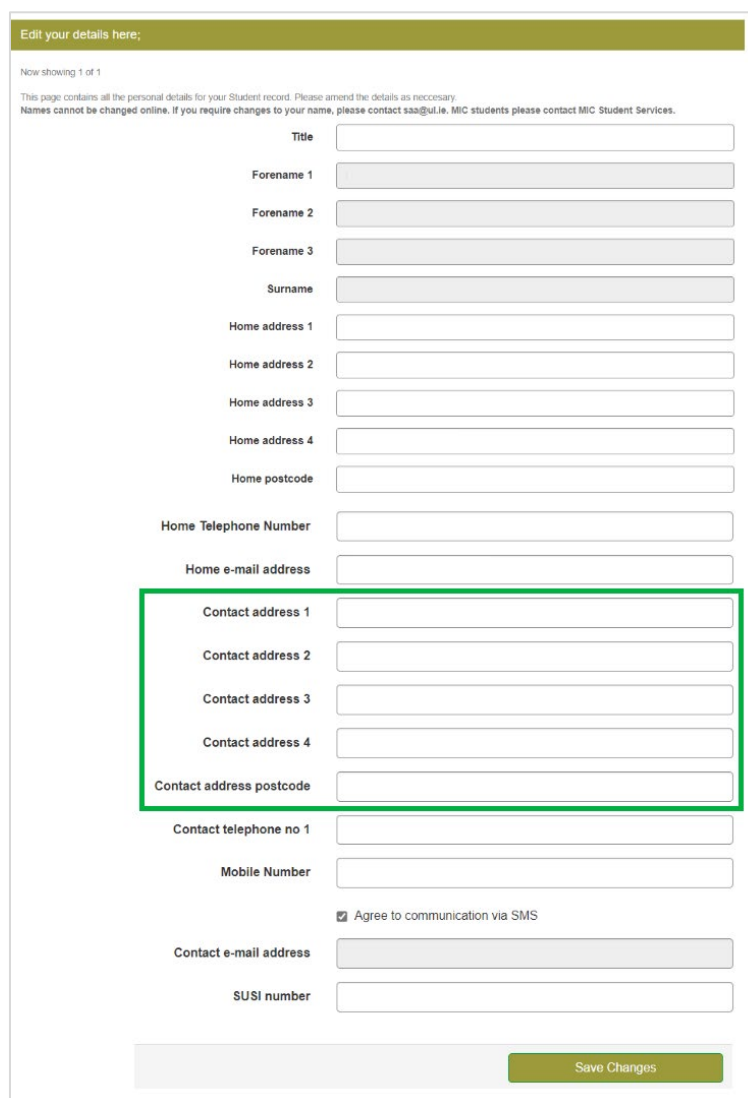
1. Check your Contact Address in the Student Portal:  
Your Contact Address is the address your Student Card will be posted to.

- Log into the [Student Portal](#).
  - Select 'View/Edit your personal details'.



The screenshot shows a menu titled "Student Portal Options" with a question mark icon in the top right corner. The menu items are: "Change Password", "View my aliases", "View/Edit your personal details" (highlighted with a green box), "Update your PPS Number here" (with a "New" badge), and "Logout".

- Your Contact Address (as shown below) is the address where your Student Card will be posted. Please update your Contact Address if necessary.



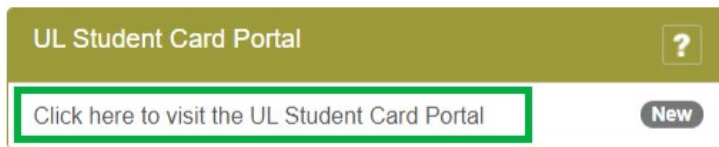
The screenshot shows a form titled "Edit your details here;". Below the title, it says "Now showing 1 of 1" and "This page contains all the personal details for your Student record. Please amend the details as necessary. Names cannot be changed online. If you require changes to your name, please contact [saas@ul.ie](mailto:saas@ul.ie). MIC students please contact MIC Student Services."

The form contains the following fields:

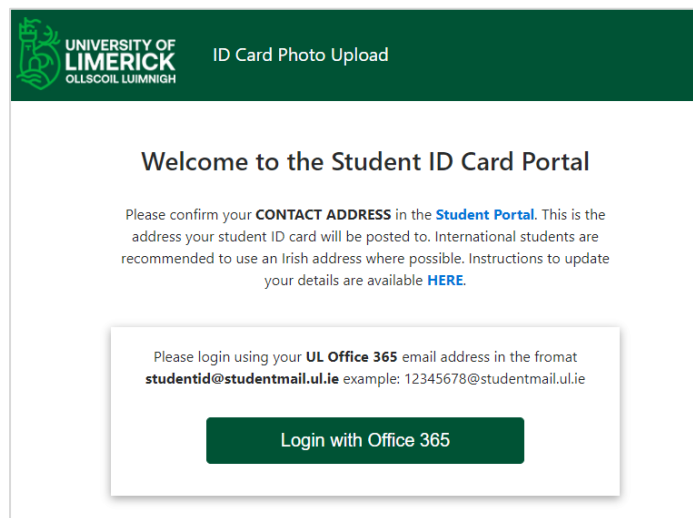
- Title
- Forename 1
- Forename 2
- Forename 3
- Surname
- Home address 1
- Home address 2
- Home address 3
- Home address 4
- Home postcode
- Home Telephone Number
- Home e-mail address
- Contact address 1 (highlighted with a green box)
- Contact address 2
- Contact address 3
- Contact address 4
- Contact address postcode
- Contact telephone no 1
- Mobile Number
- Agree to communication via SMS
- Contact e-mail address
- SUSI number

At the bottom right of the form is a "Save Changes" button.

2. Upload Student Card Photo:



- After you have checked your Contact Address, return to the Home screen and click the UL Student Card section as shown above.
- You will be brought to the [Student Card website](#) as shown below, where you can log in using your UL student email address and password.



- Please follow the instructions on-screen and upload your photo.
- Once you complete this Task, your student card will be delivered to your Contact Address within approximately 3-5 days.

**If you have difficulty completing this task, please visit [IT Student Support](#) and log a call for help.**

**If your student card has not arrived within 10 working days, you can advise Academic Registry by logging a call through [Student Hub Online](#).**