

Uploading Your Photo to HofPass

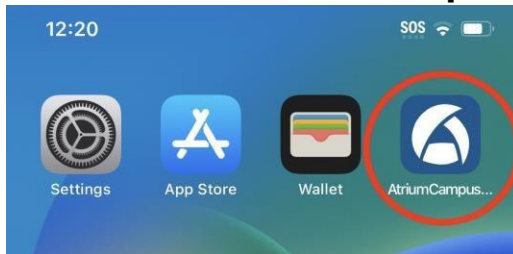
Photo Requirements:

- JPEG format, color photo
- Resolution must be at least 72 dpi
- Photo must be from the top of shoulders to top of head with some blank space above the head
- Looking straight ahead (no profile or 3/4 angle)
- No hats, caps, scarves, or sunglasses
- No animals or props
- Solid background
- A straight face or smile. No funny faces, please
- No photo filters
- No photos in cars
- If your photo does not accurately represent you, you will be asked to retake your picture before we issue your card to you.

Download Atrium Connect & Install

The following steps will guide you through the install of the Atrium Campus Connect App.

1. Launch "**Atrium Campus Connect**" app.



2. When the App opens, enter your Hofstra Pride email and confirm Hofstra University is shown on the screen and select **Next**.

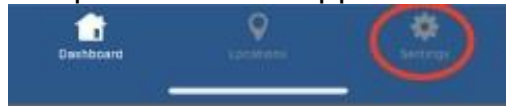


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3. You will then be prompted to enter your full portal login with username and password.
4. Confirm DUO multi-factor authentication.

Upload a Photo

5. Click the "Settings" icon on the Home screen of the "Atrium Campus Connect" app.



6. Choose the Menu icon.



7. From the side menu Select "UPLOAD YOUR PHOTO"
8. Follow the on-screen prompts to upload your photo. This can differ slightly from site to site. Common Options are listed below.
9. Upload a government-issued ID on the first screen

UPLOAD GOVERNMENT-ISSUED ID

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10. Upload your Photo of you such as a selfie or a portrait.



If you are experiencing difficulties choosing and uploading your photo from your photo library, please try uploading a smaller size image. Please remember that the file size can be no larger 5000 KB. In addition, you also have the option of taking and uploading your photo directly from the Atrium Campus App.

If you have any questions or issues with uploading your photo or activating your HofPass, please contact us at hofpass@hofstra.edu or go to the Campus Access and Security Systems - HofPass website for detailed instructions or FAQ's about activating your HofPass.

*You'll receive an email confirming approval **or** requesting a new submission of your photo subject to approval standards. Please note that there is a 24-48 Hours to approve new photos.*