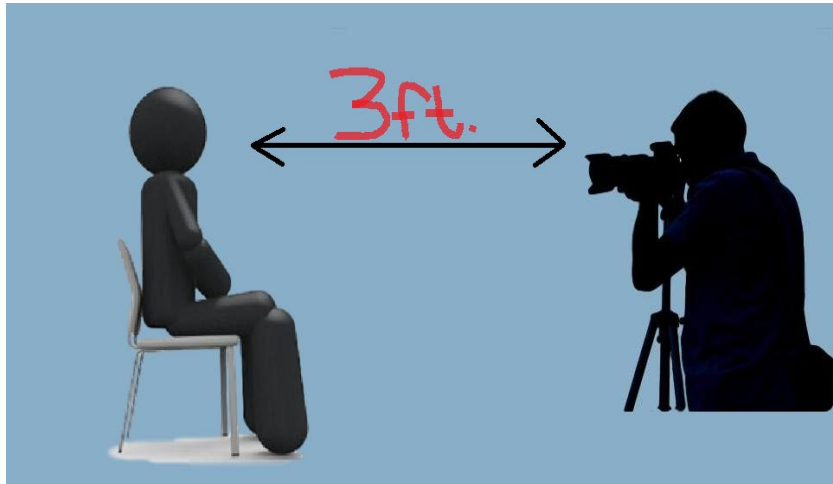


Photo Guidelines



Please make sure to:

1. Take the photo about **3 feet away** from the employee, from roughly **the elbows up**.
2. Take the photo against a **solid background**, not similar to employee's hair color.
3. Take the photo facing the camera straight on, and not angled.
4. **Ensure the picture meets the guidelines outlined in the [UW Health dress code policy 9.16](#)**
5. Email the picture to security@uwhealth.org with the subject line stating, "Employee ID Picture". *Provide your full name, including your middle initial, if applicable, and your job title in the email.* Please also indicate if you are an employee that will be working in a remote or hybrid position and is sending your picture to include in your Asure ID profile.

Please do NOT:

1. **Take a selfie.** They are too close up to use.
2. **Submit a close up.** We have to crop the photos, and a close up means cropping out your chin and forehead, which is not acceptable.
3. **Wear head coverings or hats** unless associated with a religious affiliation or for medical reasons.
4. Wear scrub caps, bouffants, beanies, baseball hats, sunglasses, headphones, air pods, or the like.
5. Be taken with objects near your face (your hands, a friend's face, your dog/cat)

Sample photos that meet guidelines:

