

## PIP & How to get a student card

The Oxford Brookes Personal Information Portal (PIP) allows you to check and change the information we hold about you. We do advise, however, that you let IPC know of any change of address, email or telephone number as well as updating your details here.

A student card will give you physical access to the library and allow you to access student discounts etc. for the duration of your studies.

- Log to [PIP](#) and click on View/Upload My Photo in the top line of tabs.
- Follow the instructions on the page to upload a suitable photo from your PC/Device. See screen shot below.

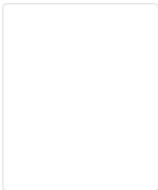
You **must** then e-mail your request for a card to: [csa@brookes.ac.uk](mailto:csa@brookes.ac.uk) quoting your student number.

OXFORD  
BROOKES  
UNIVERSITY

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View/Upload My Photo					

### Photo Upload for ID Cards



Upload new photo

Uploading a photo for the first time? You can find a how to guide [here](#).

Please ensure your photo meets the following criteria:

- Your face is shown facing the viewer squarely
- Your head and shoulders are included but no more
- There is a small gap between your head and each edge of the photo
- Is not a scanned image

☐ Please tick this box if you do not wish your tutors and other staff at Brookes to view your photo.

If you wish to update the photo on your existing Student ID Card please upload your new photo. You should then go to the Student Central office and request a replacement card. Please note you will be charged for the replacement card.