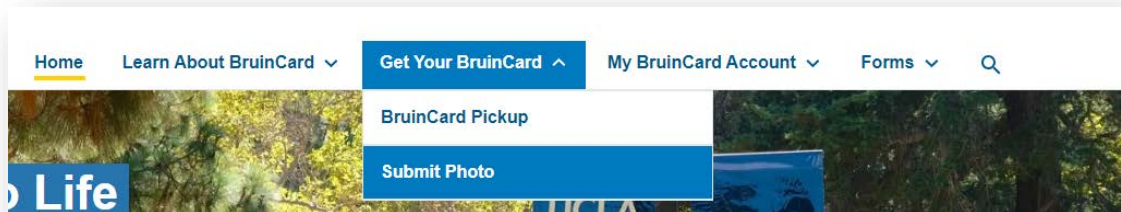


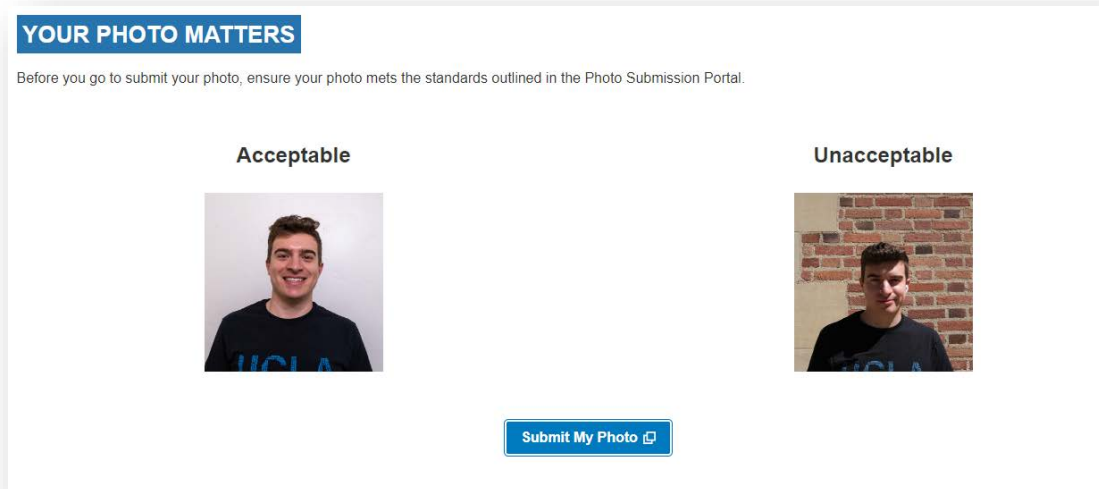
## Bruin Card – Physician Badge: Guide to Submitting your Photo

Please complete the steps below to submit your photo to the Badge office. The Medical Staff office will reach out to you once your badge is ready.

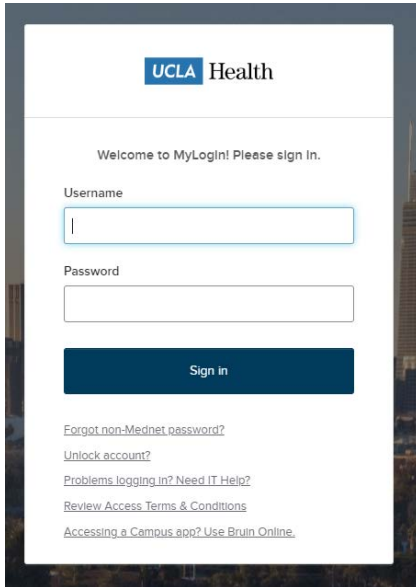
1. Go to <https://bruincard.ucla.edu/>
2. Click on **“Get your Bruin Card”** and then chose **“Submit Photo”**



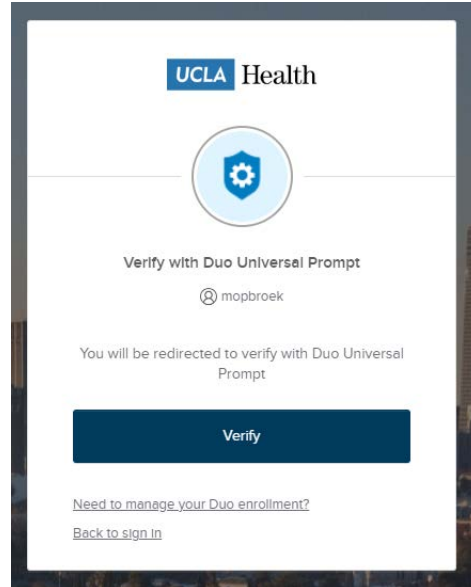
3. Ensure that your Photo meets the guidelines and click **“Submit my Photo”**



4. Log Into the portal using your **AD account** and complete the **Duo Verify**

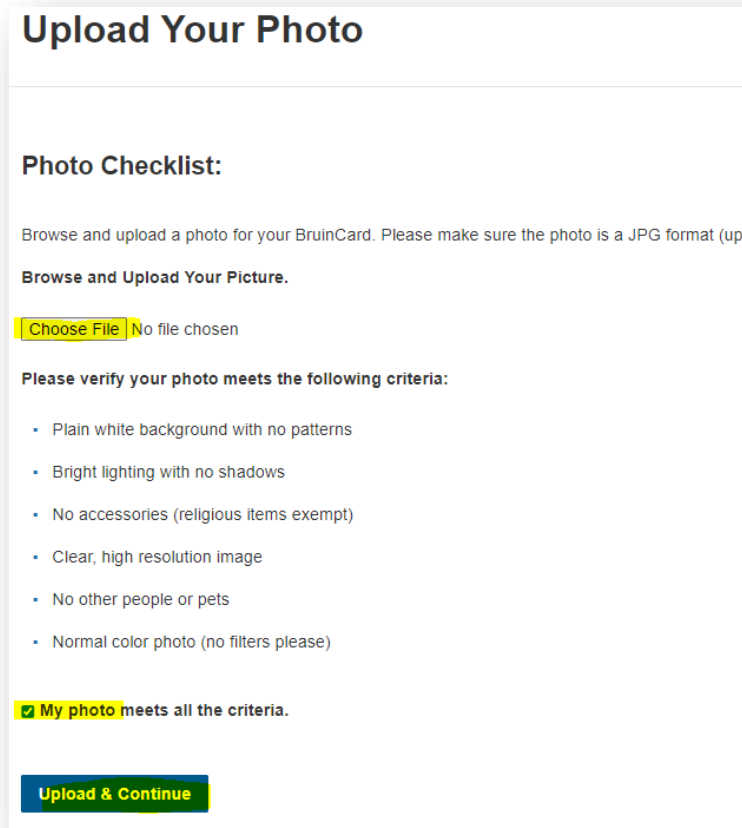


The login page features the UCLA Health logo at the top. Below it, a message reads "Welcome to MyLogin! Please sign in." There are two input fields: "Username" and "Password". A dark blue "Sign in" button is positioned below the password field. At the bottom, there are several links: "Forgot non-Mednet password?", "Unlock account?", "Problems logging in? Need IT Help?", "Review Access Terms & Conditions", and "Accessing a Campus app? Use Bruin Online."



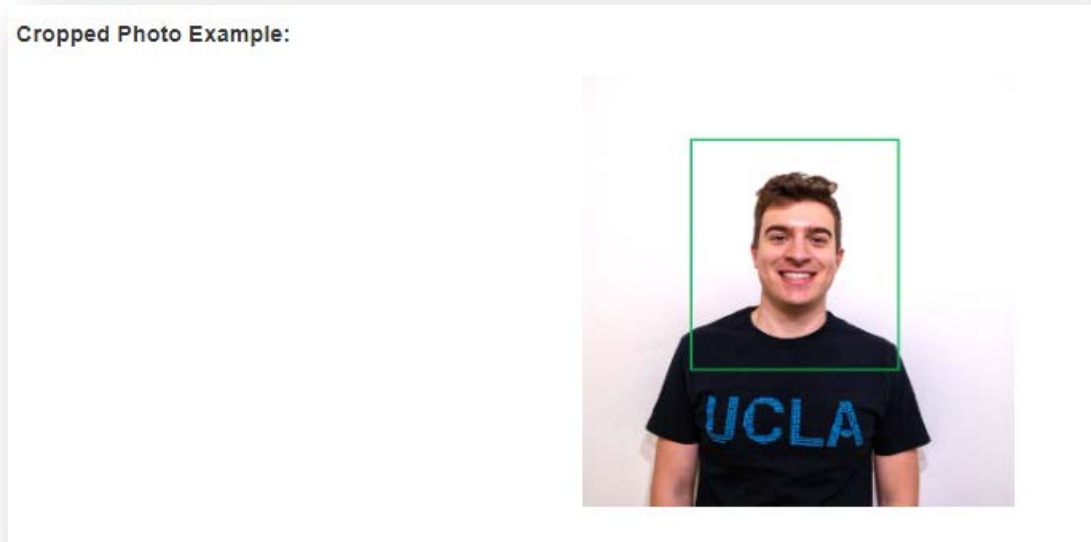
The Duo Verify page shows the UCLA Health logo and a circular icon with a gear and a shield. The text reads "Verify with Duo Universal Prompt" followed by the user's email "mopbroek". A message states "You will be redirected to verify with Duo Universal Prompt". A dark blue "Verify" button is centered on the page. At the bottom, there are links for "Need to manage your Duo enrollment?" and "Back to sign in".

5. **Review** the Photo Checklist, **upload** your photo and **check the box** Next to "My photo meets all the criteria" and click "**Upload and Continue.**"



The "Upload Your Photo" page has a title "Upload Your Photo" at the top. Below it is a "Photo Checklist:" section. A message says "Browse and upload a photo for your BruinCard. Please make sure the photo is a JPG format (up to 2MB)". There is a "Browse and Upload Your Picture." section with a "Choose File" button and the text "No file chosen". A section titled "Please verify your photo meets the following criteria:" contains a bulleted list: "Plain white background with no patterns", "Bright lighting with no shadows", "No accessories (religious items exempt)", "Clear, high resolution image", "No other people or pets", and "Normal color photo (no filters please)". Below the list is a checked checkbox next to the text "My photo meets all the criteria.". At the bottom is a dark blue "Upload & Continue" button.

6. **Crop** your photo as shown below, and hit **“Continue”**



7. **Read the Terms and Conditions** and Click on **“I accept”**, enter your email and click **submit**.

**Terms and Conditions**

BruinCard is the property of the Regents of University of California, acting on behalf of its Los Angeles campus (“UCLA”, “University” or “BruinCard Center”). BruinCard is issued by UCLA to Cardholder only, and is non-transferable. Use of the BruinCard (sometimes referred to below as “Card”) may be revoked at University’s sole discretion for violation of University policies and procedures. Access privileges of Card will be deactivated when student, faculty, or staff status becomes inactive.

1. Card must be presented upon request at the time of use to obtain services or to establish official University status.
2. Only the most recent version of the Cardholder’s BruinCard is eligible for the BruinCard services and fees outlined in this agreement. Previous versions of the BruinCard are considered “retired” and cannot be reactivated or re-encoded. Retired BruinCards may be submitted to the BruinCard Center for proper disposal.
3. Card is to be used only by the person to whom it is issued. Only the Cardholder can present the Card for debit and other privileges. Card will be confiscated if presented by someone other than the Cardholder. Departments may be issued Card for use by designated persons for UCLA Department debit privileges in accordance with University policies and procedures. Card will only be issued upon the presentation of an unexpired, U.S. Government issued identification. This includes the U.S. Visa in a passport, a U.S. State identification, a U.S. State Driver’s License, or a U.S. Government military identification.
4. There is no provision for signature on the Card. Additional identification or signature may be required for certain purposes.
5. There are no limitations on the number of times a Card may be used for purchases, so long as Cardholder maintains an adequate balance in

**BY CLICKING “I ACCEPT” BELOW, YOU SIGNIFY YOUR AGREEMENT TO THESE TERMS AND CONDITIONS. IF YOU DO NOT AGREE TO THESE TERMS AND CONDITIONS, CLICK ON START OVER OR RETURN TO HOME PAGE.**

**I ACCEPT**

Check this box if you are under 18 years of age

Once you’ve verified this information, enter your email in the box below. This address will be used to communicate the status of your BruinCard photo and provide further instructions.

**EMAIL:**

**VERIFY EMAIL:**