

1RR access pass photo instructions

Photographs will be added to your new 1 Reserve Road access pass.

Photo Guidelines

- Photos need to be taken within the last 6 months
- Show your complete head and neck
- Look straight at the camera
- Remove hats and sunglasses
- Plain background
- Sharp, clear focus
- The image file can be no larger than 2MB and be either a JPG, GIF, BMP or PNG
- Name your file "first name.last name"

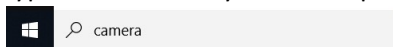
Example photographs



Photos can be taken using any device (mobile phone, tablet, laptop, camera) provided they meet the above requirements.

How to take the photo using your laptop camera

1. Type 'camera' into your desktop search bar (bottom left corner)



2. and select the camera app.



3. When the camera opens, centre your head and shoulders in front of it
4. When ready, take the photo by clicking the capture button.

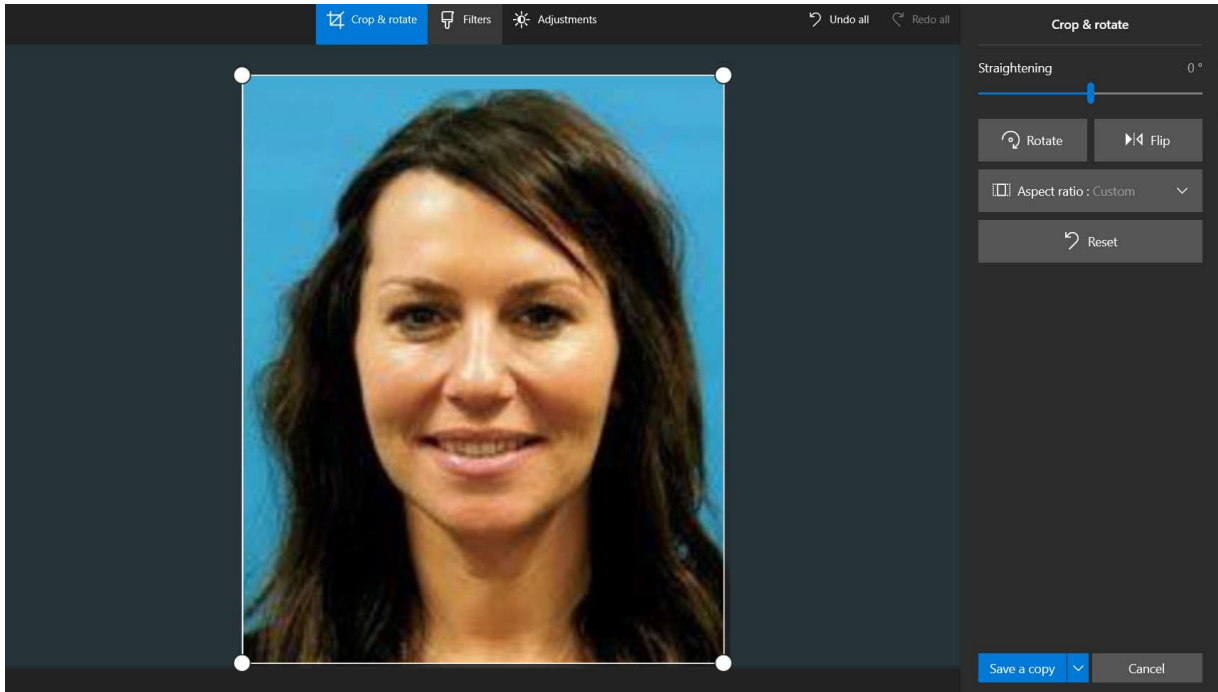


5. After the photo is taken, you may need to crop it. To do this, click on the image at the bottom right of the camera screen*.
*If you have closed this screen, go back to your computer search bar (bottom left), type 'photo roll' and select the Photos app. Ignore any requests to log into Microsoft and click through any other pop ups. When you find your photo, double click on it to open it.

6. Find the crop option. Icon below.



7. Drag the white dots to center your head and shoulders and click 'save a copy'.



8. Rename your picture to "first name.last name".

Submitting your 1RR access pass photo

- Please label the file "first name.last name". It is important it is labeled correctly as it needs to match the information in the staff database when uploaded.
- Send your photo to ACI-PeopleandCulture@health.nsw.gov.au