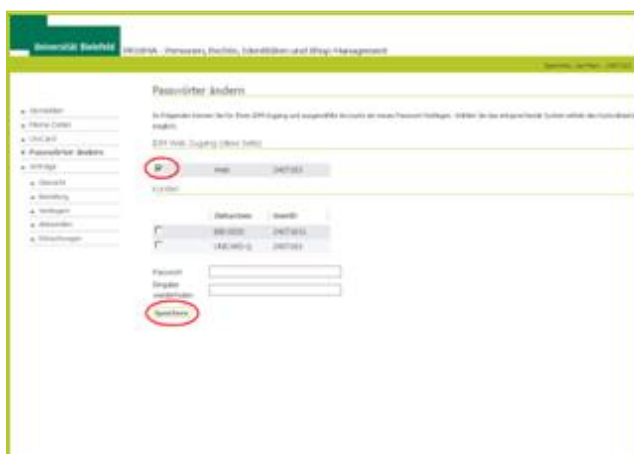




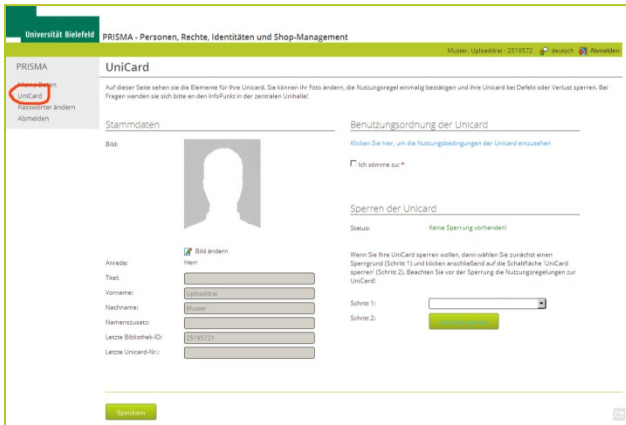
1. Log in to [www.uni-bielefeld.de/unicard/foto-upload](http://www.uni-bielefeld.de/unicard/foto-upload) with the login data provided on your **Leporello (students)** or your **personal letter (employees)**



2. Click **Passwörter ändern (Change Passwords)**

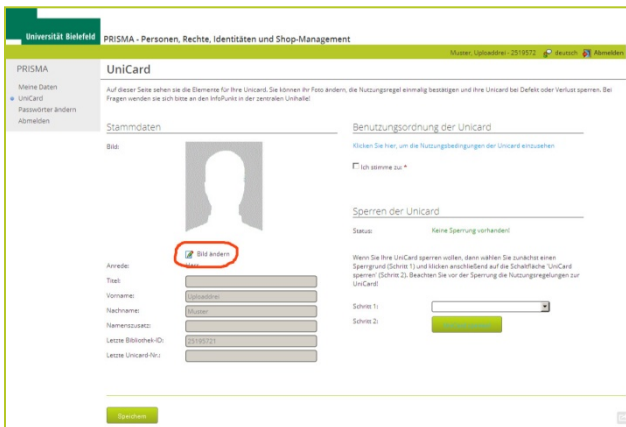


3. Check **IDM Web Zugang (diese Seite) (IDM Web access (This website))** type in your new password (twice) and click **Speichern (Save)**

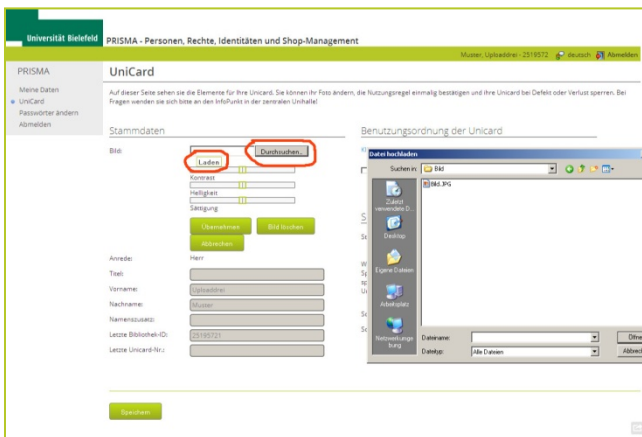


4. Click **UniCard**

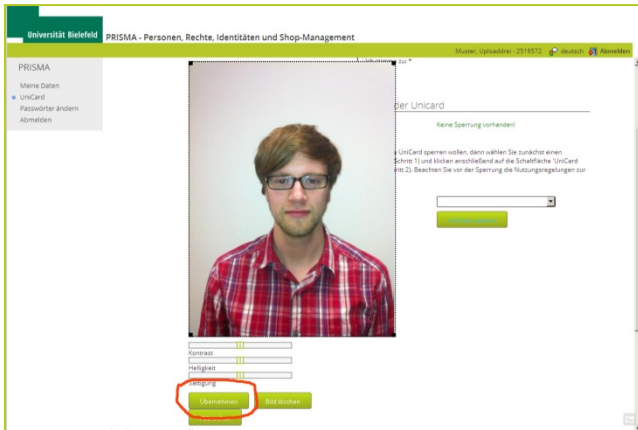
5. Check your personal data. This will be printed on your UniCard and cannot be changed then



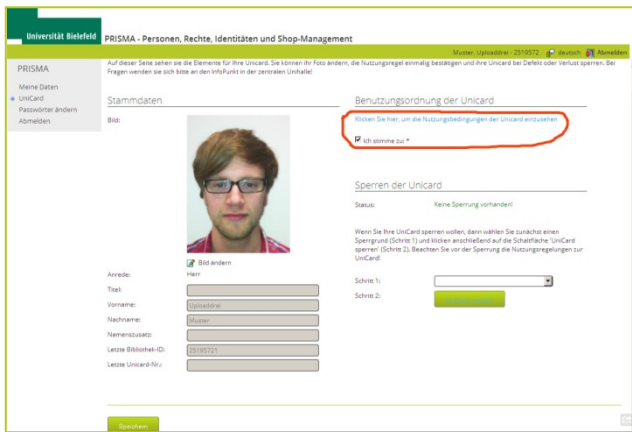
6. Click **Bild ändern** (*Change photo*)



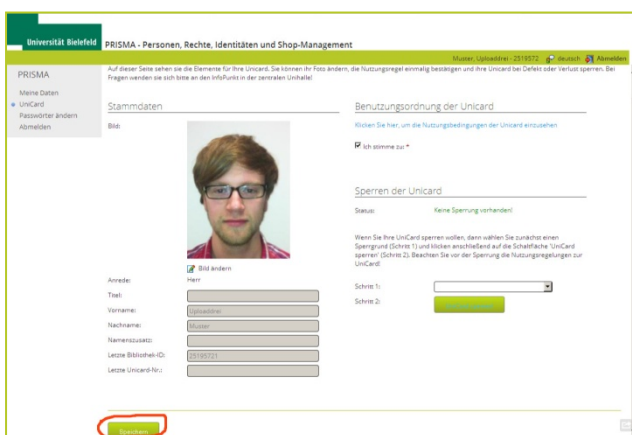
7. Click **Durchsuchen...** (*Browse...*) and choose a photo from your hard drive. Click **Laden** (*Load*)



8. Resize your photo (if needed).  
Click **Übernehmen** (Accept)



9. Read the terms and conditions of the UniCard.  
Check **Ich stimme zu** (I accept)



10. Click **Speichern** (Save)