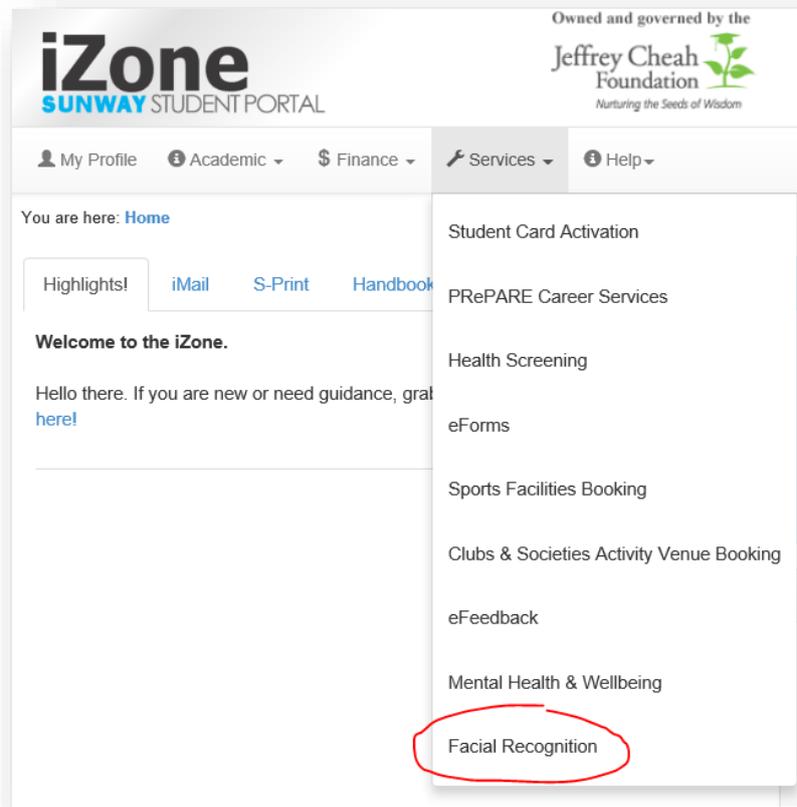
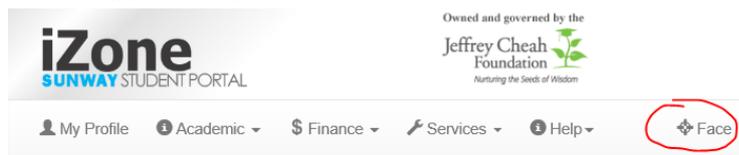


Submit your photo for Facial Recognition

1. Make sure you have access to iZone (card activated, password set)
2. Login to iZone @ <https://izone.sunway.edu.my>
3. Navigate to the Facial Recognition submission page via Services -> Facial Recognition:

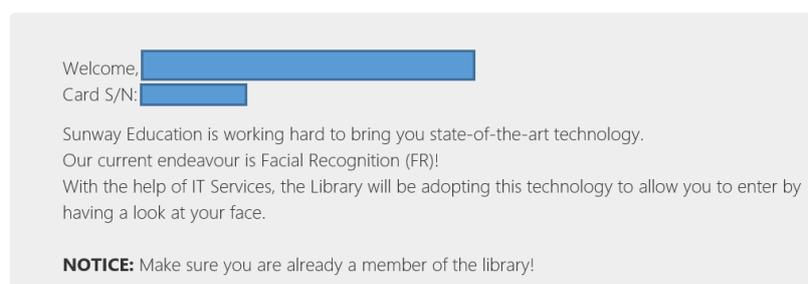


- a.
4. Or the shortcut link 'Face' on the menu:



- a.
5. You will be brought to <https://izone.sunway.edu.my/fr-photo> (can only be accessed via iZone), with a welcome message:

Facial Recognition Submit face data



- a.

6. Guidelines/requirements of the photo will be presented with a sample image:

Upload your photo

For FR to work, we need something from you: a photo of your **Face**.
A higher quality photo will increase the chance of FR correctly recognising you.

IMPORTANT

There are many ways to do this, but FR requires your selfie to adhere to some guidelines:

- No hats, masks or sunglasses. Make sure all your facial features can be seen clearly in the photo (eyes, nose, mouth, ears and etc...).
- Photo should be in **PORTRAIT** mode, 4:3 ratio.
- Lighting must be sufficient, avoid creating shadows on your face.
- Plain background, avoid 'noisy' backgrounds with complicated patterns.
- Photo should be clear and sharp, no blurry photos.
- Your face must be the main subject of the photo, like a passport photo.

a.



b.

7. Follow the guidelines and take a 'selfie'.
8. Attach photo to the file input and submit:

Submit a photo

Browse...

Please select a photo of yourself following the guidelines provided

Submit

a.

- b. If the submission is successful, the submitted photo will be displayed under

Your photo

- c. Your photo will be processed and be available on the FR system the next day.

9. Please check back at this same page to see if the process was successful. The 3 responses below will tell you what to do next.

- a. **Your photo**
- NOTICE**
- Your photo has been processed successfully.
You can now use Facial Recognition at the Library.
- NOTE:** If the FR is slow at recognising you, you can always upload another clearer photo of yourself.
- b. **Your photo**
- NOTICE**
- Your photo has not yet been processed.
- Please make sure you already are a member of the library.
If you are, please ignore this message.
- Check back here again later.
- c. **Your photo**
- NOTICE**
- Your submitted photo does not meet the requirements.
Please read and follow the guidelines above and make sure your submitted photo closely resembles the given Example.