



## Uploading your Photo

We cannot wait to incorporate your photos into Virtual Commencement. The portal is live and ready to receive a vertical photo of you in your cap and gown. We suggest natural lighting, a simple background, and a waist or shoulders-up shot so we can focus on your face. For best results, download the photo from your phone to a laptop first, and choose "large" when downloading, rather than "small," "medium," or "actual size."

Once you receive your cap & gown, go to [ssc.gradpak.com](http://ssc.gradpak.com) to upload your photo by 11:59 p.m. on June. 28th

### INSTRUCTIONS:

1. Go to [ssc.GradPak.com](http://ssc.GradPak.com) and click on "virtual graduation."
2. Use your student ID as your login.
3. Your name and degree earned are pre-populated. Your name is locked in
4. Upload a vertical picture of yourself using the criteria below.
5. Tell us how to pronounce your name. This is a required field. (There is an option to upload an audio file as well).
6. You will see a real-time preview of your slide. Once you confirm, you will receive your own copy to post on social media. Be sure to tag your post #SouthSuburbanCollege!

### PHOTO TIPS

- Natural lighting and a simple background work best.
- Wear your cap and gown.
- High-res digital photo (JPG) from a smartphone works well.
- Be sure there is no text or graphic over the image.
- Selfies are fine. Make sure to take the photo in vertical (portrait) orientation.
- Photos must be appropriate for an academic audience.