


# How to Submit a Photo for the Staff Directory


 Judges and staff may submit a profile picture for the following services:

- Intranet Staff Directory
- Outlook / Skype / Teams Address Book
- Public Website (where applicable)



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## Select an Appropriate Photo

 **Acceptance Criteria**

Submitted photos must be professional in nature and generally conform to the guidelines below.

Choose a photo that:	Avoid photos where:
<ul style="list-style-type: none"><li>• Shows only you — no other people are visible</li><li>• Standing in front of a smooth, light background, such as a white wall.</li><li>• Shows a head-and-shoulders view, with the entire face, both eyes, and hair clearly visible</li><li>• Is properly focused with no dark spots or shadows</li></ul>	<ul style="list-style-type: none"><li>• One or both of your eyes are not visible or blocked (for example, if you are wearing sunglasses)</li><li>• Multiple faces are shown in the photo and your face is not visible or recognizable.</li><li>• Poor photo quality makes the person shown unrecognizable.</li><li>• Some or all of your head is cut off in the photo.</li></ul>
<p>Acceptable:</p> <div></div>	<p>Unacceptable:</p> <div></div> <ul style="list-style-type: none"><li>■ Too Dark</li><li>■ Not Facing the Camera</li><li>■ Sunglasses</li><li>■ Hat</li></ul>

## Submit Photos Here:

Service Desk Portal: <https://ad4.nycourts.gov/jira/servicedesk/customer/portal/16/create/257>

## Related articles

- [How to Submit a Photo for the Staff Directory](#)