Remote Badge Support

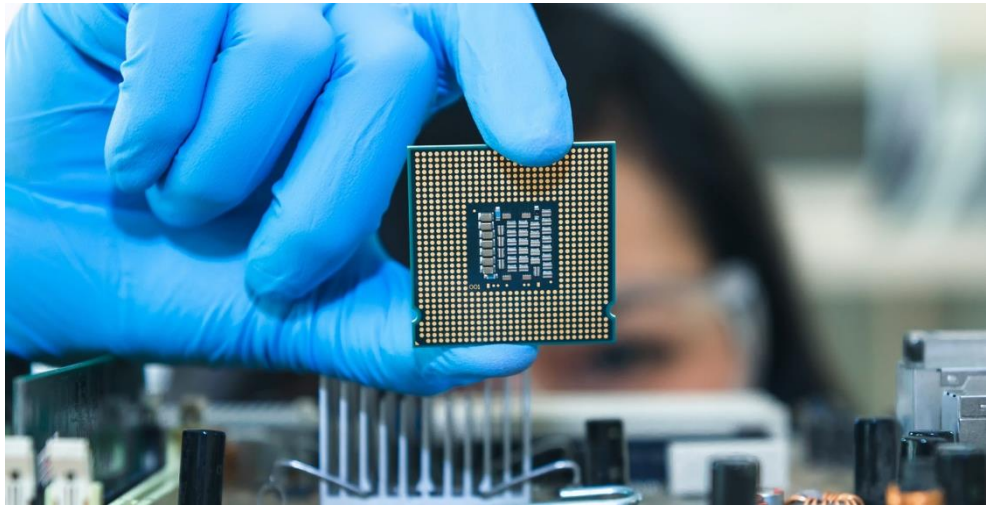
Instructions to new Badge Recipients

intel®

Preparing to get your badge

Welcome to Intel! We are so pleased you have decided to join us! Please read this entire presentation to ensure you follow the correct process to obtain your Intel Badge:

- Preparation: Please do not wear a shirt or head covering that is the same color as the Background where you take the picture.
- Why is this important? The badge software automatically removes the background to create the photo used on the badge. If someone is wearing a garment that's the same color as the background the shirt or head covering will get erased when the software removes background. The result will be a badge with the appearance of a "floating head".
- Take the image against a solid uniform color background (preferably white) in good light and no shadows.
- The Camera should be placed at an elevation where the top of the view is at least 6 inches above the head and bottom of view captures the lower torso.
- Person being photographed must be facing the camera straight on (body cannot be turned to the side, with face turned toward camera).
- Assure there are no other objects in the view other that the person being photographed.
- File Naming If known, name the photo file with the WWID if known. Example 12345678.jpg

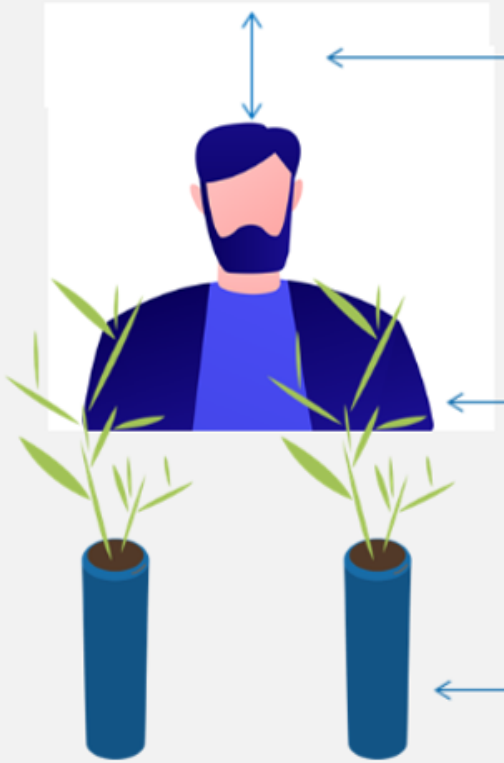


"Don't be encumbered by history, just go out and do something wonderful"... Robert Noyce

Your badge is your key to Intel

USE THE FOLLOWING GUIDELINES FOR IMAGE CAPTURE

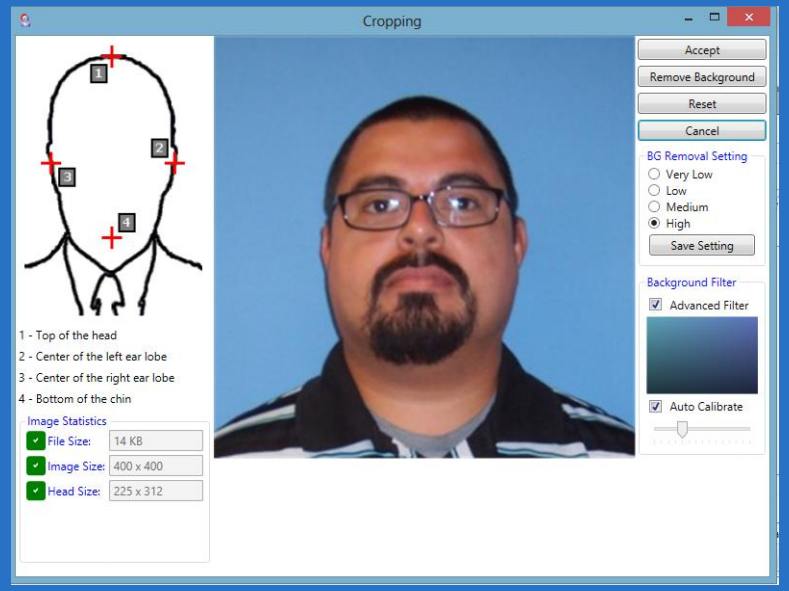
These are some **important** consideration to keep in mind:



- ✔ Image must have at least **6 inches** above head.
- ✔ The worker being photographed must be facing the **camera straight on** (the body cannot be turned to the side, with face looking forward directly at the camera).
- ✔ Image must include the mid torso for cropping purposes.
- ✘ Ensure there are **NO OTHER OBJECTS** in the view other that the person being photographed.

Original Image

The image will automatically be cropped and will result in an image sized for the badging system.



The Badge system will remove the background resulting in a final thumbnail image

Badges may be requested at Badge Offices or online through our Service Now Support Links

- Request a new Worker Badge
- Request a Replacement badge
- Badge Office contacts

intel