

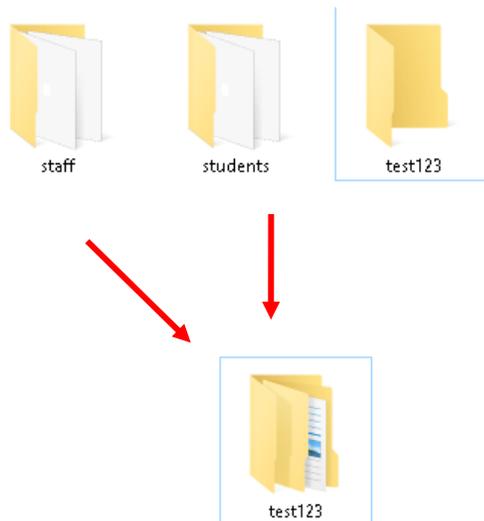
Creating the ZIP file

1. Pictures need to be put in a folder called “staff” and “students” (lowercase, students with “s” on the end). Student pictures go in the “students” folder and the staff pictures go in the “staff” folder. For example:



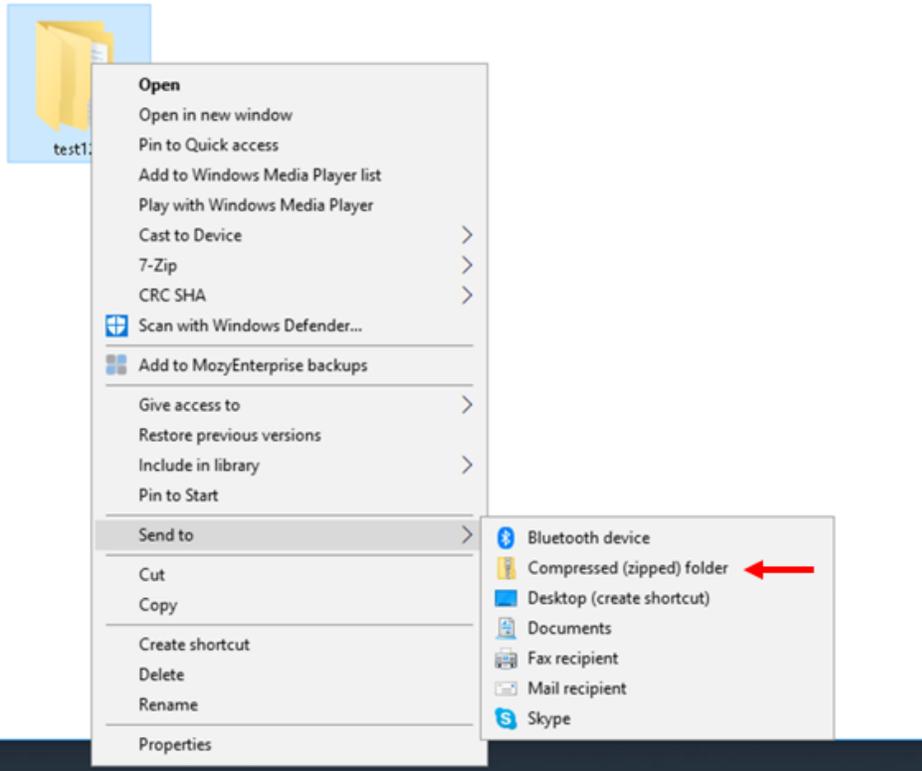
IMPORTANT NOTE: You need to create both folders. If you don't have student photos then leave students folder empty and vice versa. Also, reach out to support if the pictures are not .jpg file extension.

2. Create a folder with the name you want. Then put the “staff” and “students” folders into it.



3. Right click and Send to Compressed (zipped) folder. Then rename the ZIP file as you want. Note that the folder name should contain no spaces.





Upload the ZIP file

1. Access this webpage: <https://mft-ipass.iharriscomputer.com>

NOTE: You will need to login with your Self-Service Photo Upload credentials. If you do not have these already, please submit a ticket to Support requesting them. Harris will require that you provide a group email address for system notifications.

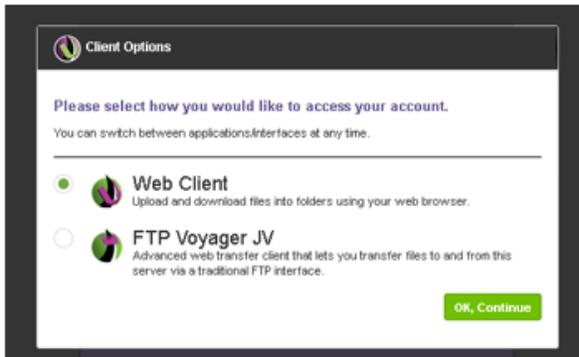
2. Login to the page.



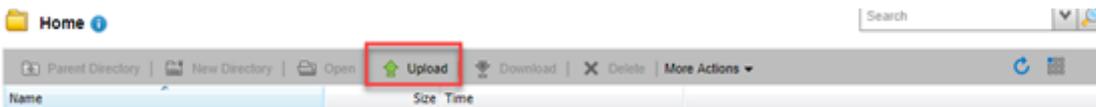
Quick Guide: Self-Service Photo Upload for Student & Staff Pictures



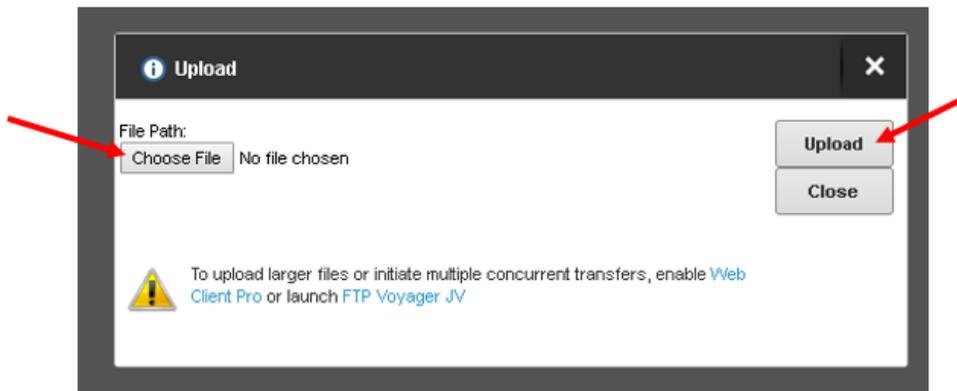
3. Select Web Client



4. Select Upload



5. Then, choose the ZIP file and Upload.



6. Refresh the application screen and you will see the folders are gone, which indicates that files have been uploaded. It usually takes about 10-15 minutes for the pictures will be uploaded. Actual time depends on the number of photos and network connectivity.

NOTE: During the upload process the photos will be updated to the lowercase .jpg file extension.

7. An email notification will be sent to the generic group email address when the photo upload is complete. The district is then responsible for running "Assign IDs to Picture Fields" to update the photos displayed in the iPass records.



After photos are uploaded to your site you will need to run Assign ID's to Picture Field.

Go to Biographical > Maintenance - Biographical > Assign ID's to Picture Field.

- **Grade Levels:** Select the Grade Levels of the students you wish to assign photos for.
- **Override if Exists:** Select YES or NO. Yes will overwrite last year's student photos. Choose Yes to assign new images each year.
- **File Prefix:** Select the file prefix for the file you are importing. (Student ID, LASID or SASID for Students or Staff ID)
- **File Extension:** Hosted sites that used the Self-Service Photo Upload application must select lowercase .jpg file extension even if the photos they uploaded were uppercase .JPG file extension. The application automatically changes them to lowercase .jpg.
- **Submit:** *Click the Submit button to submit additions or changes to the table.*

