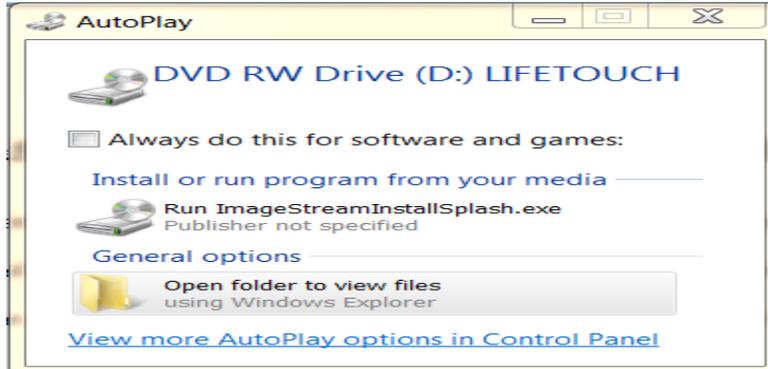


UPLOADING NEW PICTURES ONTO ESCHOOL

1. Insert the Lifetouch CD into the CD/DVD drive on your computer tower
2. The CD should automatically boot up; it may give you an option to install or open folder, **OPEN THE FOLDER TO VIEW FILES:**



3. If the message doesn't appear, proceed to open MY COMPUTER icon on the desktop or follow the path **Start/My Computer/D Drive**
4. **Double click** the DVD or CD drive to open the cd

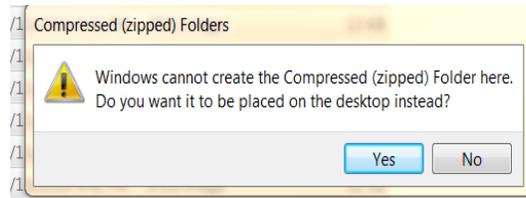


3. The Lifetouch Image Stream disk will indicate it is loading, then a window will come up, **SELECT Browse IMAGESTREAM cd:**



Open **LIFETOUCH/IMAGES** – You will now see the photo files, listed by student id

4. **Highlight the first file**, then **press down the SHIFT key**, scroll down the page until you reach the last studentid, click on it. All photos in-between should be highlighted now. The files that say **noid**, those are staff photos which we currently do not load into eSP
5. **RIGHT CLICK** and Select **SEND TO**, Compressed Zipped Folder. It will ask to place the folder on the desktop instead... Say **YES**



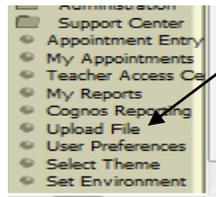
6. The compressed folder will be placed on the desktop, it will have the first student's id as the name and icon has a zipper...see below:



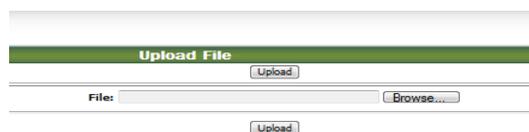
Rename the folder by right clicking, select rename, I used the building number:



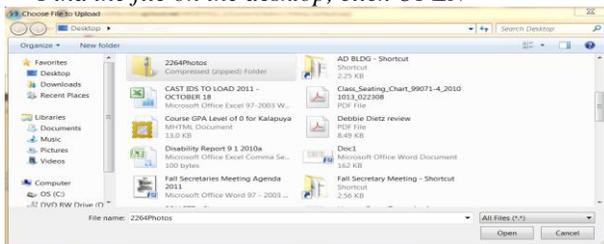
7. Go into eSchool Plus, Menu Tree, click on Upload file:



8. Find the file on the desktop by clicking on BROWSE:



Find the file on the desktop, click OPEN



The file is now in your eSP My Home page

9. Add a Bethel Webhelpdesk ticket and tell her the name of the file and to load the student photos
10. Laura will contact Sungard by email, ccing you on the communiqué
11. Remove the cd from your computer
12. Once you get the confirmation that the photos were loaded, please delete the folder off of your desktop.