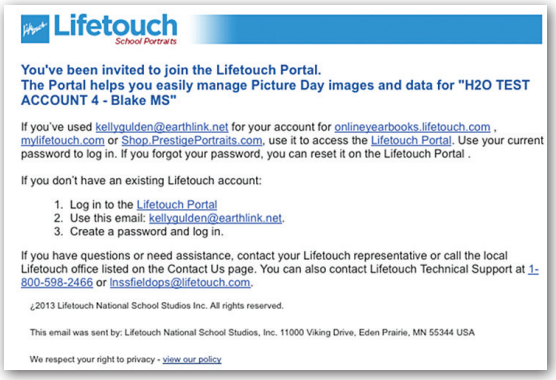
Lifetouch Portal Quick Start Guide

Are you ready for a faster, easier and safer way to send student data and access your images? The Lifetouch Portal gives you that and more in one stop. This resource is just part of our larger commitment to help protect your students' information.

Now, we know that you're busy – and that you're also probably excited to get started. This guide gives you everything you need to know in quick, easy steps that'll make you a pro in no time.

GETTING STARTED



Lifetouch School Portraits

You've been invited to join the Lifetouch Portal.
The Portal helps you easily manage Picture Day images and data for "H2O TEST ACCOUNT 4 - Blake MS"

If you've used kellygulden@earthlink.net for your account for onlineyearbooks.lifetouch.com , mylifetouch.com or Shop.PrestigePortraits.com, use it to access the Lifetouch Portal. Use your current password to log in. If you forgot your password, you can reset it on the Lifetouch Portal .

If you don't have an existing Lifetouch account:

1. Log in to the Lifetouch Portal
2. Use this email: kellygulden@earthlink.net.
3. Create a password and log in.

If you have questions or need assistance, contact your Lifetouch representative or call the local Lifetouch office listed on the Contact Us page. You can also contact Lifetouch Technical Support at 1-800-598-2466 or lnssfieldops@lifetouch.com.

¿2013 Lifetouch National School Studios Inc. All rights reserved.

This email was sent by: Lifetouch National School Studios, Inc. 11000 Viking Drive, Eden Prairie, MN 55344 USA

We respect your right to privacy - view our policy

1. Setting up Your Account

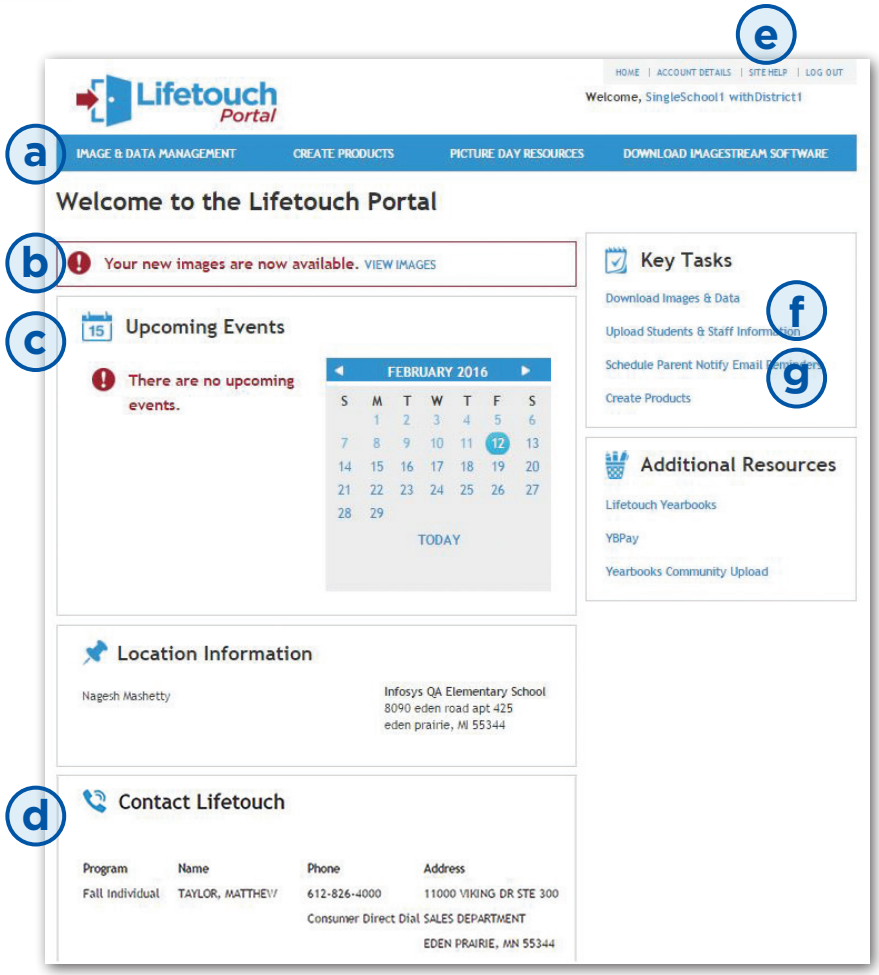
- Open the email from Lifetouch
- Click on the provided link to the Portal
- Set up your account as directed
- Accept the Terms of Service
- Move to the **Dashboard** page (automatic with successful set up)

NOTE: If you already have a Lifetouch account, use the password you've set up.

2. Navigating the Portal

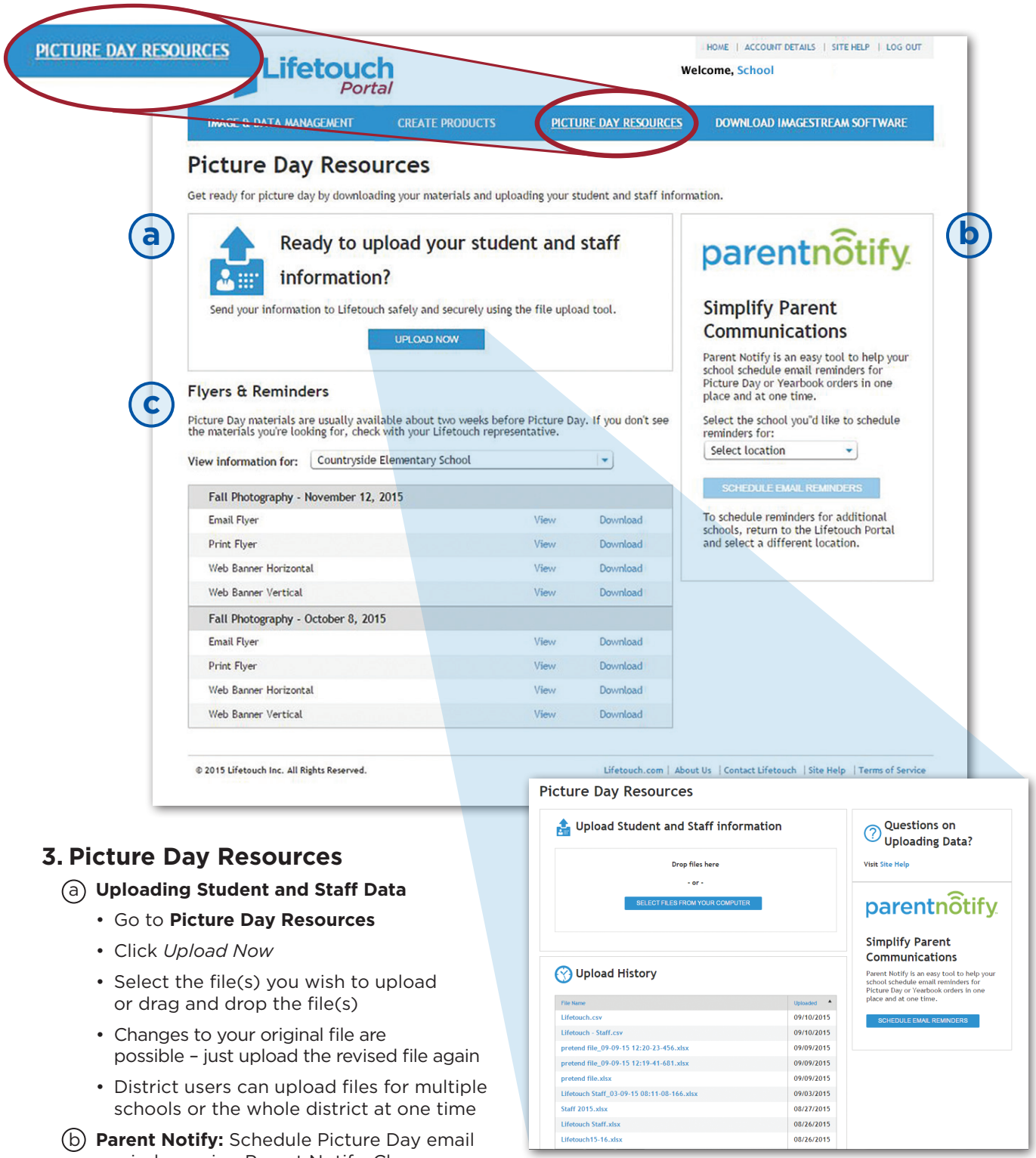
Explore the Lifetouch Portal site. Some key areas have been called out on the **Dashboard** page.

- ⓐ **Primary Navigation Bar** contains the four main functions of the Portal and will provide you access to get started as fast as possible.
- ⓑ **Alerts** appear after Picture Day, notifying you when images, data, and/or ImageStream are ready to download
- ⓒ **Upcoming Events** contains scheduled Picture Day info for your school(s) or districts
- ⓓ **Contact Lifetouch** for your local Lifetouch office information
- ⓔ **Site Help** is available from every screen in the Lifetouch Portal
- ⓕ **Uploading Students & Staff Information** allows safe and secure transmission of subject data before Picture Day
- ⓖ **Schedule Parent Notify Email Reminders** allows you to send Picture Day and Yearbook email reminders directly to your parents



Lifetouch School Portraits

BEFORE PICTURE DAY



3. Picture Day Resources

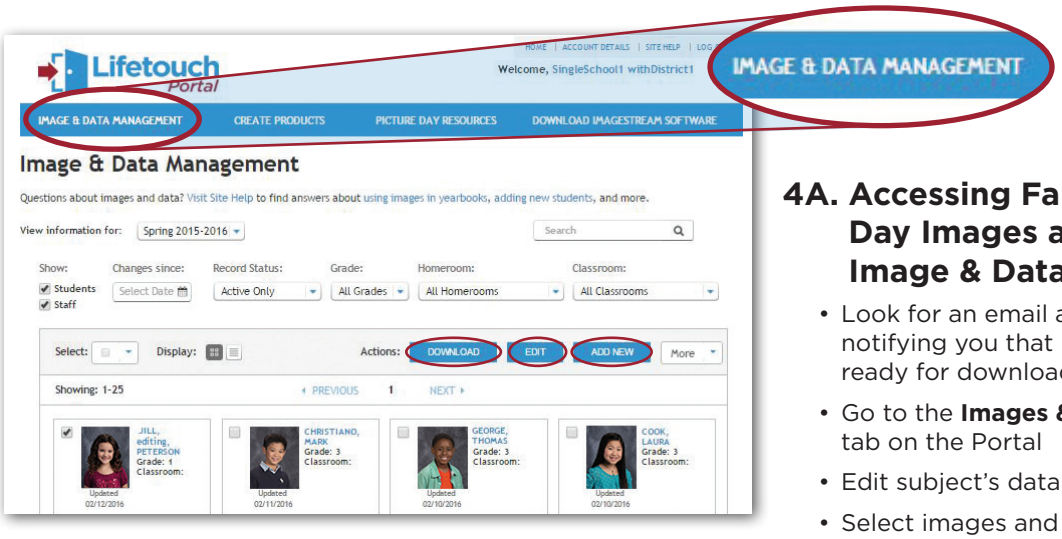
ⓐ **Uploading Student and Staff Data**

- Go to **Picture Day Resources**
- Click *Upload Now*
- Select the file(s) you wish to upload or drag and drop the file(s)
- Changes to your original file are possible – just upload the revised file again
- District users can upload files for multiple schools or the whole district at one time

ⓑ **Parent Notify:** Schedule Picture Day email reminders using Parent Notify. Choose a school by clicking on the dropdown, if viewing as a district user.

ⓒ **Flyers & Banners:** View/download your school's flyers and web banners 2-3 weeks prior to Picture Day by clicking on the **Picture Day Resources** tab. Information is available for 30 days after Picture Day.

AFTER PICTURE DAY



4A. Accessing Fall/Spring Picture Day Images and Data with Image & Data Management

- Look for an email alert after Picture Day, notifying you that images and data are ready for download
- Go to the **Images & Data Management** tab on the Portal
- Edit subject's data or add new subjects
- Select images and click *Download* (a Download Options window will appear)

Choose from these two options for downloading images:

a. Select *Pre-Set Format*, which provides a selection of pre-set student information system (SIS) download options

b. Click *Download* (a yellow Download Progress box will show the download progress)

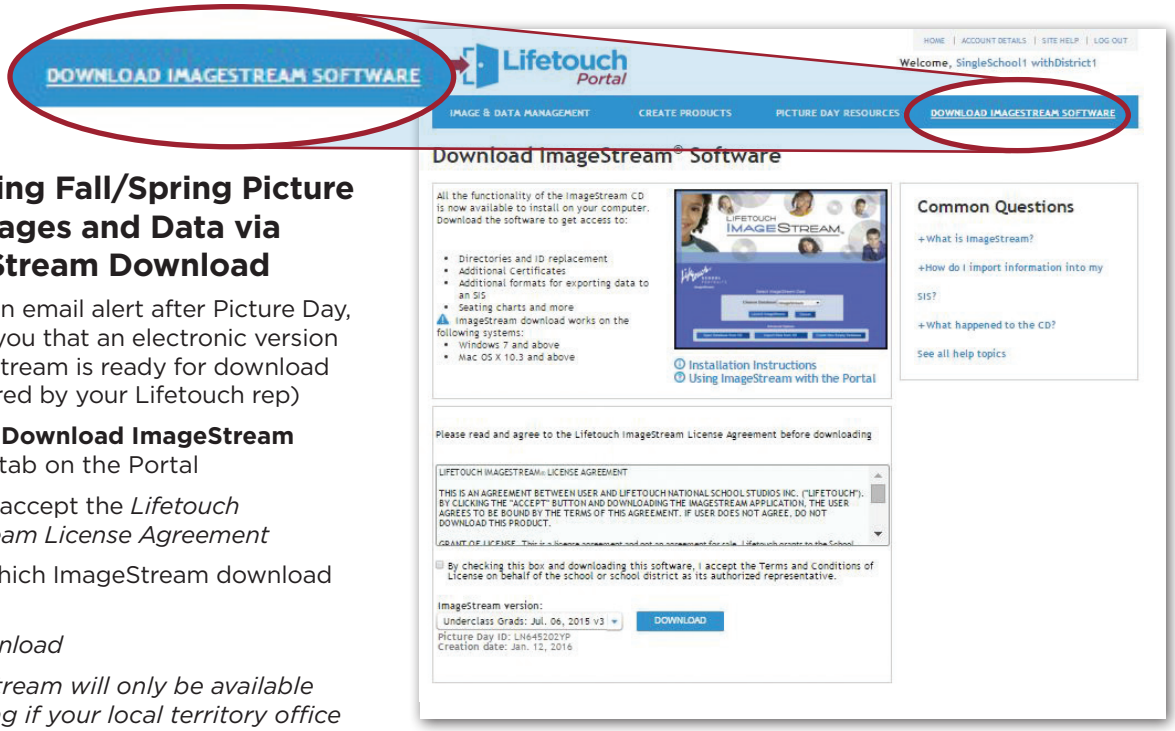
c. Downloaded file is labeled *DataImages.zip*

OR

a. Select *Create a New Format* to make a custom format to be saved, reused and shared with others

b. Click *Download Now* for a one-time use that will not save

c. Click *Save Format* from the *Select Format* dropdown for a permanent save, click and start the download process

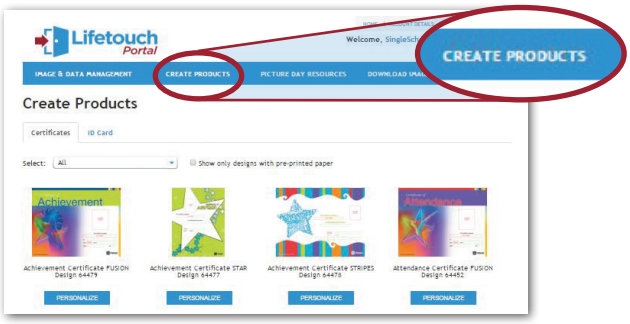


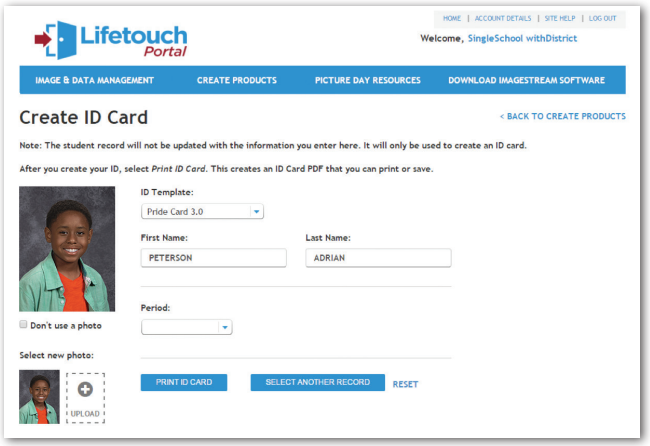
4B. Accessing Fall/Spring Picture Day Images and Data via ImageStream Download

- Look for an email alert after Picture Day, notifying you that an electronic version of ImageStream is ready for download (pre-ordered by your Lifetouch rep)
- Go to the **Download ImageStream Software** tab on the Portal
- Read and accept the *Lifetouch ImageStream License Agreement*
- Choose which ImageStream download you need
- Click *Download*

NOTE: ImageStream will only be available for downloading if your local territory office ordered it for you to use

AFTER PICTURE DAY (continued)





5. Creating Products

A. Creating Award Certificates

- Click *Personalize*, then follow the prompts to complete

B. Creating ID Cards

- Select an ID template designed for your school
- Choose a subject, (or add a new subject), edit the record as needed and print. A PDF file will download with your ID card ready for you to print.

  (NOTE: Any changes made to the subject's record from this page will not persist on the Image & Data Management page)
- When you print your ID card PDF, make sure to choose the option to print "Actual Size"
- If you don't have an ID design through Lifetouch, contact your Lifetouch Representative

MANAGING YOUR ACCOUNT

6. Managing Site Users
(for Primary Users Only)

ⓐ **Invite Additional Users**

- Enter the email address of the additional user and click *Send Invite*

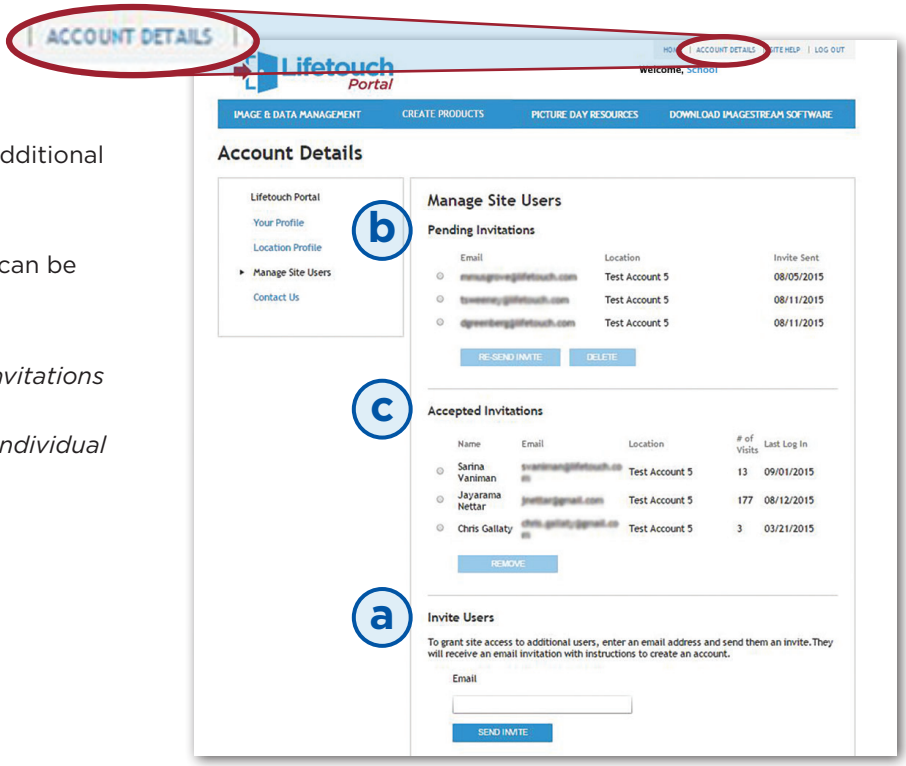
ⓑ **Pending Invitations**

- View *Pending Invitations*, these can be resent or deleted

ⓒ **Accepted Invitations**

- View acceptors and *Accepted Invitations* can be removed

NOTE: District Users can invite users to individual schools instead of the entire district



Need help? See the Site Help in the top right corner, contact your local Lifetouch Representative, or Lifetouch Technical Support at 1.800.598.2466.