MYEDUCATION BC
UPLOADING LIFETOUCH PHOTOS TO MYED

LIFETOUCH PORTAL

- Go to **Portal.lifetouch.ca**
- Click **Image & Data Management**
- Click **Select All** above the first student photo
- Click **Available Action** > Choose **Download**
- **Changed Process**
    - Click **Select Format** >
        - **Do not choose Custom School District 63 Saanich > MyEd**
        - Choose **Pre-Defined** > MyEdBC
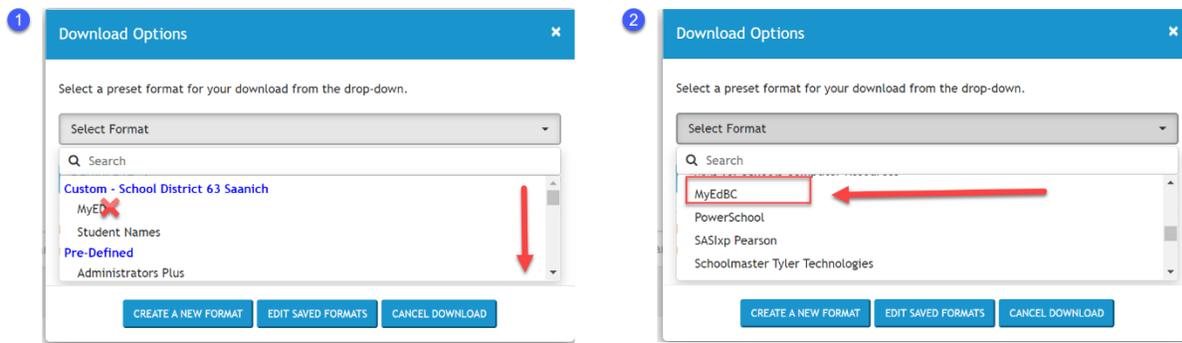
This can take some time - A banner will appear at the top of the screen which tells you your download is in progress

The resulting file will download as **data.zip**

UPLOADING DATA.ZIP FILE TO MYED

School View

Student TT > Options > Import Photos

Choose file (*Filenames based on Pupil #*)

Navigate to the **data.zip** file in your Downloads folder

You should see a Processing image # of # popup.

When the uploads are complete you will see a message "Some photos could not be imported". These photos should represent students who are no longer at your school as well as staff.

REMOVE OR UPLOAD A SINGLE PHOTO TO MYED

REMOVE PHOTO : Student TT > Select Student > Details ST > Click red X beside student photo

UPLOAD PHOTO: Student TT > Select Student > Details ST > Click Upload link (photos should be have a width no greater than 170 px and a height of no more than 225 px)