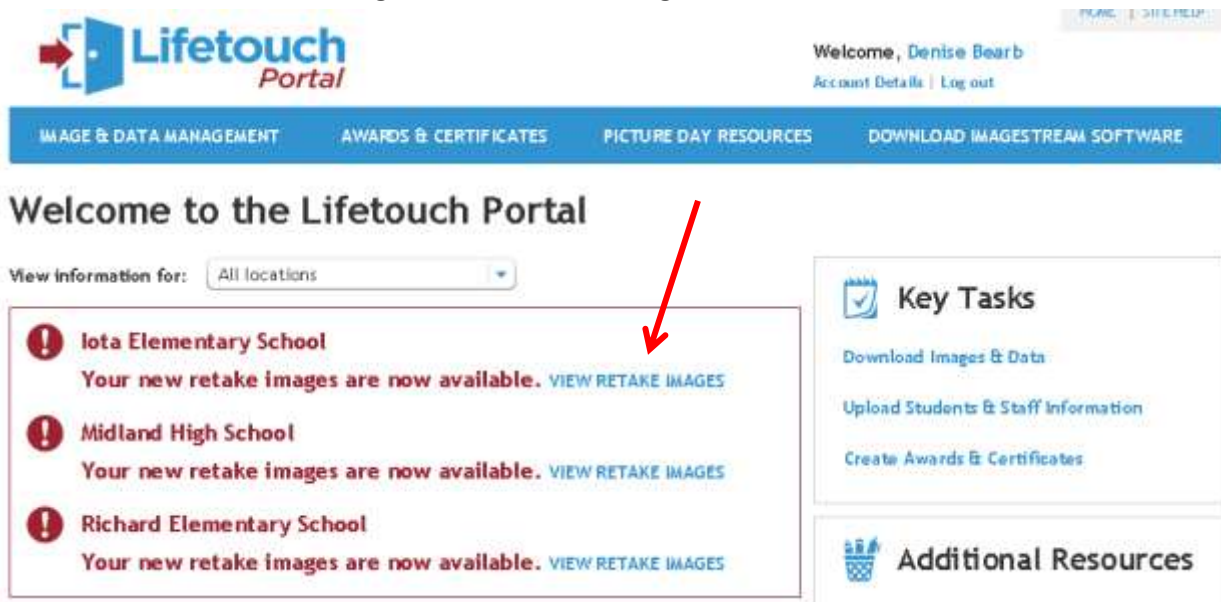# Moving Life Touch Images from Lifetouch Portal to JCampus

Below are directions on how to obtain the pictures from the Lifetouch Portal, then import the pictures into JCampus.

Obtaining Pictures from Lifetouch Portal

1. Login into the Lifetouch Portal.
2. On screen you will see, in red text, messages will be shown indicating that there are new images available for download. Click either **View Images** or **View Retake Images**.

3. You will be directed to an Image and Data Management screen. To the right of **View Information for**, select the year and school site.

4. For the next section, set filters to select the desired pictures in the following columns:
   a. **Show**: Select either **Students**, **Staff**, or **Retake Only** to filter pictures to be retrieved.
   b. **Grade:** Select either **All Grades**, or the desired grade levels to filter pictures to be retrieved.
   c. **Teacher:** Select either **All Teachers**, or the desired Teacher to filter pictures to be retrieved.
   d. *Note*: If processing a single student, there is a Search field to enter student search information.
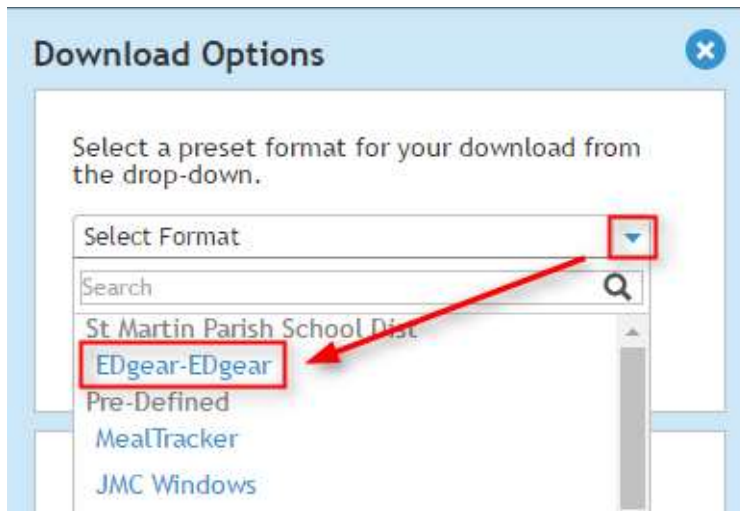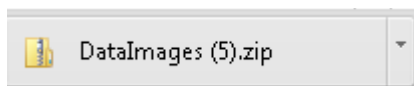

5. The system will think for a while and present a small preview of the pictures. Click the **Select All** box if you wish to bring in all pictures shown.

6. Click the **Download** button. A set of download options will appear.
   a. Click the **Select Format** drop down arrow, then click on "**Edgear – Edgear**".
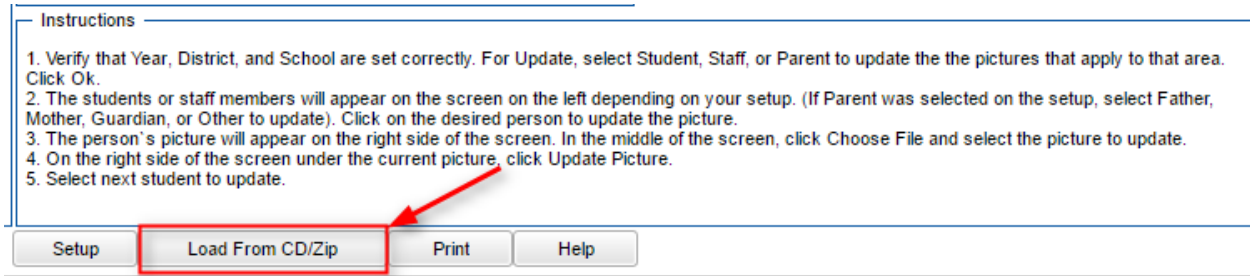   b. Click the blue **Download** button.

7. A "zip" (compressed) file will be created and placed in the lower left of the browser. The file is actually in the **Downloads** folder of the computer.
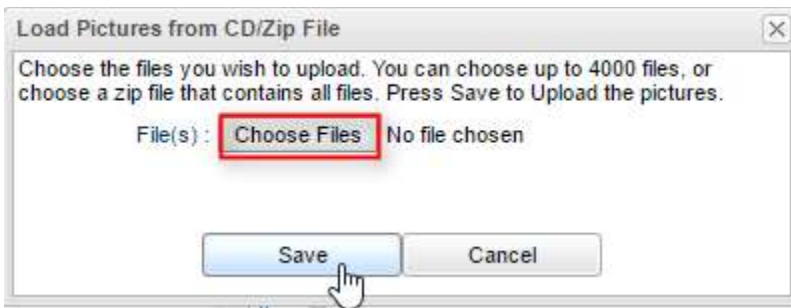

8. Click the arrow located to the right of the file name. Select **Show in folder**.
9. (*Optional*) Right click on the file, then select **Rename,** then change the name of the file to that of the school.
10. Copy, or move, the zipped file to a folder on your computer or network where school picture files are stored.

Import Pictures into JCampus

1. In JCampus, in the left navigation panel, go to **Student Master** > **Loaders** > **Picture Master**.
2. At the setup box, select the school(s), then click the **OK** button.
3. A list of students will be on the left.
4. At the bottom center of the window, click the **Load from CD/Zip** button.

5. Click the **Choose Files** button. Browse to the location of the **zipped** file.

6. Highlight the zipped file, then click the "**Open**" button.
7. You will be returned to the "Load Pictures from CD/Zip File" window.
8. Click the **Save** button.
9. The system will work a while to upload the pictures, then give a confirmation message when done.