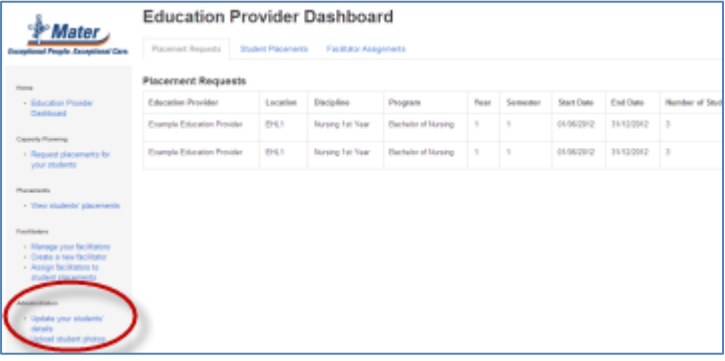
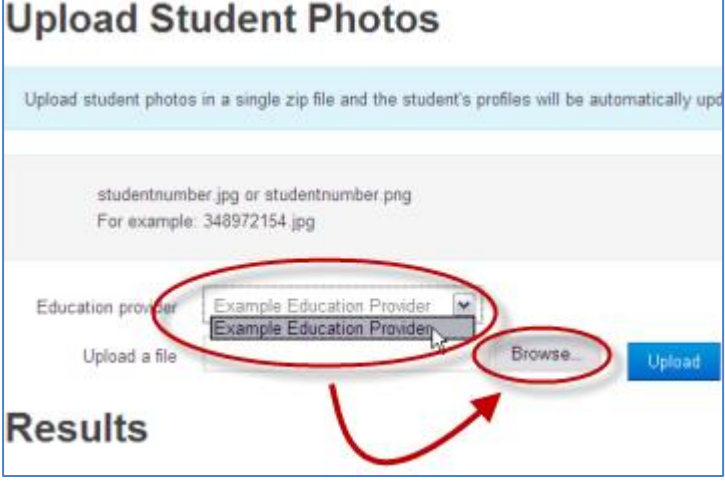
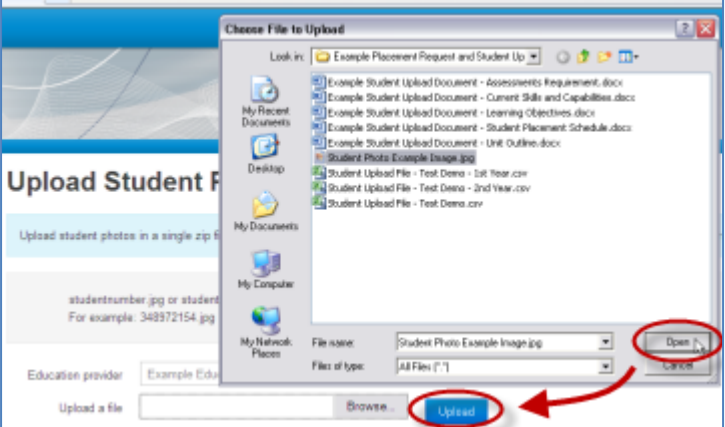


EPreF-04 – Education Provider Reference Sheet – Uploading Student Photos.

| Steps | Action | What it looks like |
|-------|--|---|
| 1. | <p>Click the Upload student photos link in the Administration section in the bottom left of page.</p> |  <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar menu. The 'Administration' section is circled in red, and the 'Upload student photos' link is highlighted.</p> |
| 2. | <p>The Upload Student Photos page will now be displayed. Click the pull down menu next to the Education provider section as per the image to the right.</p> <p>Select the appropriate option from the list then click on the Browse button.</p> |  <p>The screenshot shows the 'Upload Student Photos' page. The 'Education provider' dropdown menu is open, and the 'Browse...' button is circled in red. A red arrow points from the dropdown to the 'Browse...' button.</p> |
| 3. | <p>A pop up will now be displayed requesting the image/s to be uploaded. Either a single image or multiple files can be uploaded, however if multiple images are being uploaded, they need to be submitted as a zip file.</p> <p>Note that each photo's file name (naming convention) <u>must</u> be the student ID number as it is recoded in SPOT. The file format needs to be either a .jpg or .png type file.</p> |  <p>The screenshot shows a 'Choose File to Upload' dialog box. The 'Open' button is circled in red, and a red arrow points from the 'Open' button to the 'Upload' button on the page below.</p> |