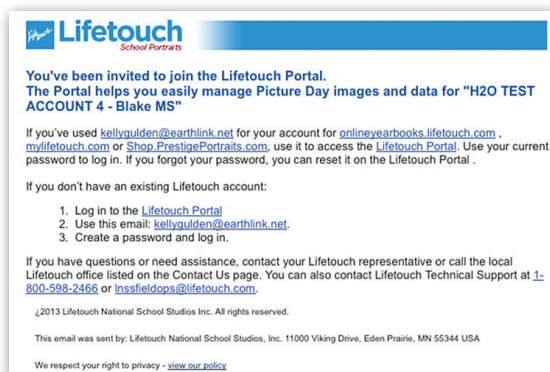# Quick Start Guide

The Lifetouch Portal gives you a faster, easier, and safer way to send student data and access your images in one place.

We continue to update and improve this resource as part of our larger commitment to help protect your students' information.

We know you're busy, but take just a few minutes to review this information to help you understand the changes and to help you be as efficient as possible.

GETTING STARTED

Lifetouch email invitation

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.

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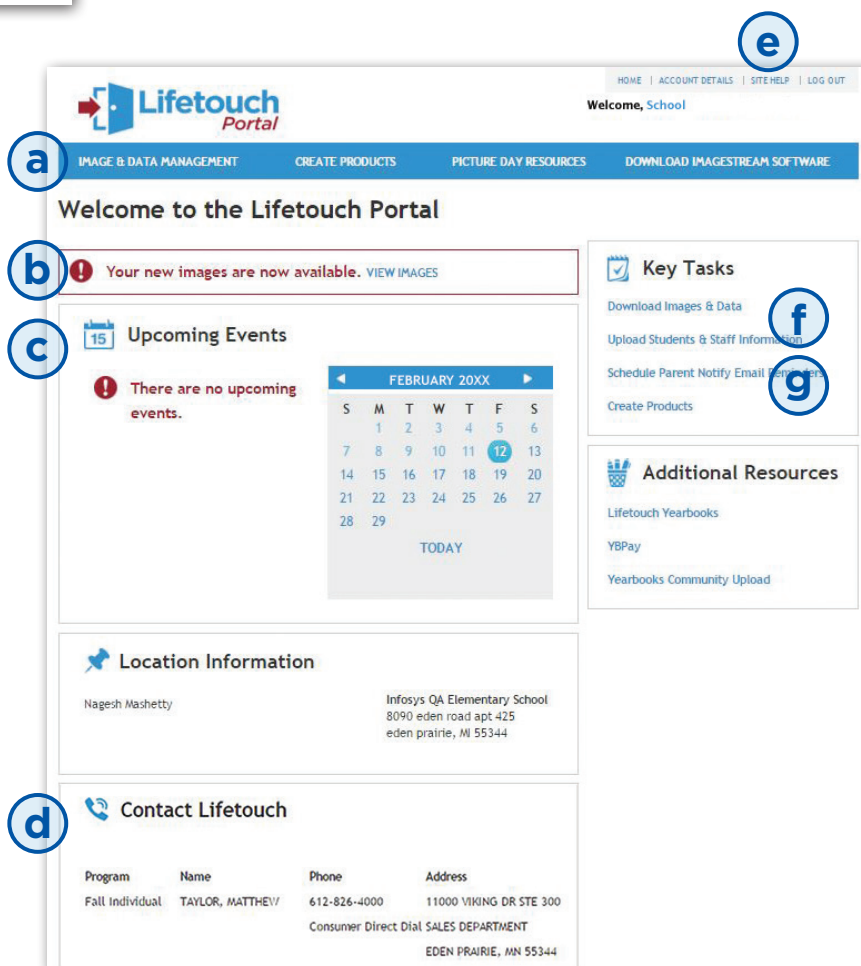
1. Setting up Your Account
- Open the email from Lifetouch
- Click on the provided link to the Portal
- Set up your account as directed
- Accept the Terms of Service
- Move to the **Dashboard** page (automatic with successful set up)

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.

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

Dashboard screenshot

HOME | ACCOUNT DETAILS | SITE HELP | LOG OUT

Welcome, School

(a) IMAGE & DATA MANAGEMENT   CREATE PRODUCTS   PICTURE DAY RESOURCES   DOWNLOAD IMAGESTREAM SOFTWARE

Welcome to the Lifetouch Portal

(b) Your new images are now available. VIEW IMAGES

(c) **Upcoming Events**
There are no upcoming events.

FEBRUARY 20XX

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

TODAY

Key Tasks
Download Images & Data
Upload Students & Staff Information (f)
Schedule Parent Notify Email Reminders (g)
Create Products

Additional Resources
Lifetouch Yearbooks
YBPay
Yearbooks Community Upload

Location Information
Nagesh Mashetty
Infosys QA Elementary School
8090 eden road apt 425
eden prairie, MI 55344

(d) **Contact Lifetouch**

Program	Name	Phone	Address
Fall Individual	TAYLOR, MATTHEW	612-826-4000	11000 VIKING DR STE 300

Consumer Direct Dial SALES DEPARTMENT
EDEN PRAIRIE, MN 55344

Lifetouch
School Portraits

PICTURE DAY RESOURCES

Lifetouch Portal

HOME | ACCOUNT DETAILS | SITE HELP | LOG OUT

Welcome, **School**

IMAGE & DATA MANAGEMENT   CREATE PRODUCTS   **PICTURE DAY RESOURCES**   DOWNLOAD IMAGESTREAM SOFTWARE

Picture Day Resources

Get ready for picture day by downloading your materials and uploading your student and staff information.

(a)

Ready to upload your student and staff information?

Send your information to Lifetouch safely and securely using the file upload tool.

UPLOAD NOW

(b)

parentnotify

Simplify Parent Communications

Parent Notify is an easy tool to help your school schedule email reminders for Picture Day or Yearbook orders in one place and at one time.

Select the school you"d like to schedule reminders for:

Select location ▾

SCHEDULE EMAIL REMINDERS

To schedule reminders for additional schools, return to the Lifetouch Portal and select a different location.

(c)

Flyers & Reminders

Picture Day materials are usually available about two weeks before Picture Day. If you don't see the materials you're looking for, check with your Lifetouch representative.

View information for: Countryside Elementary School ▾

Fall Photography - November 12, 20XX		
Email Flyer	View	Download
Print Flyer	View	Download
Web Banner Horizontal	View	Download
Web Banner Vertical	View	Download
Fall Photography - October 8, 20XX		
Email Flyer	View	Download
Print Flyer	View	Download
Web Banner Horizontal	View	Download
Web Banner Vertical	View	Download

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Picture Day Resources

📤 Upload Student and Staff information

Drop files here

- or -

SELECT FILES FROM YOUR COMPUTER

⏱ Upload History

File Name	Uploaded ▲
Lifetouch.csv	09/10/20XX
Lifetouch - Staff.csv	09/10/20XX
pretend file_09-09-XX 12:20-23-456.xlsx	09/09/20XX
pretend file_09-09-XX 12:19-41-681.xlsx	09/09/20XX
pretend file.xlsx	09/09/20XX
Lifetouch Staff_03-09-XX 08:11-08-166.xlsx	09/03/20XX
Staff 20XX.xlsx	08/27/20XX
Lifetouch Staff.xlsx	08/26/20XX
LifetouchXX-XX.xlsx	08/26/20XX

❓ Questions on Uploading Data?

Visit Site Help

parentnotify

Simplify Parent Communications

Parent Notify is an easy tool to help your school schedule email reminders for Picture Day or Yearbook orders in one place and at one time.

SCHEDULE EMAIL REMINDERS

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.

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 a Program to download

- Select images by clicking on the white space within a subject's information box. A blue checkmark appears to indicate selection

- In the *Available Action* box, click *Download*

NOTE: Images are available until Feb 1 of the following school year.

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 and click *Download*

NOTE: ImageStream will only be available for downloading if your local Lifetouch office ordered it for you to use
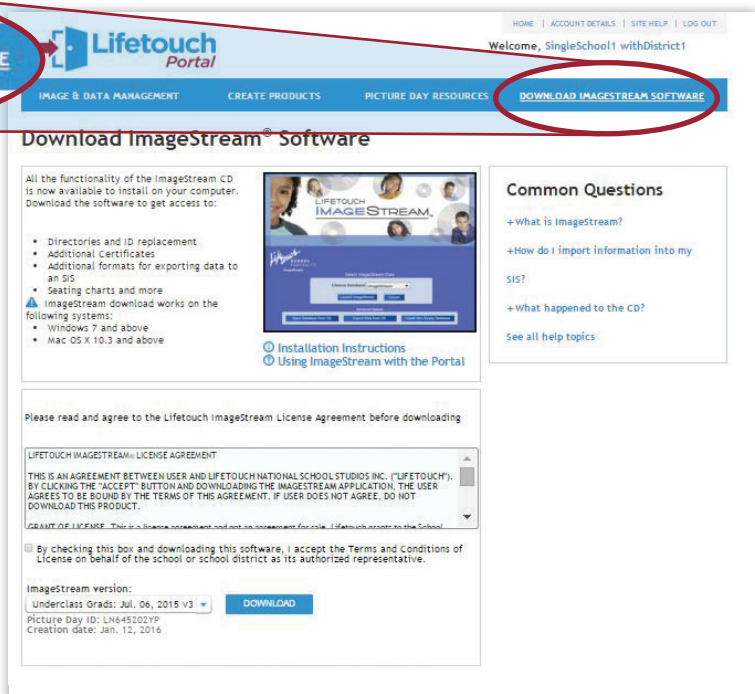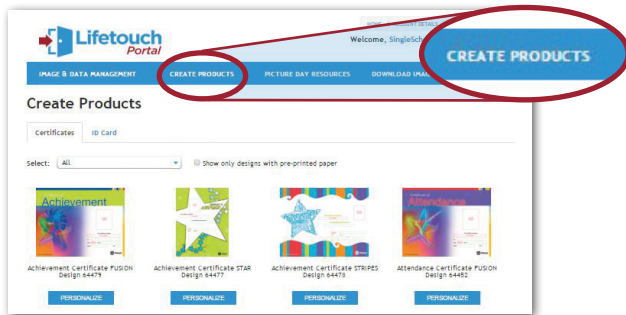
5. Creating Products

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
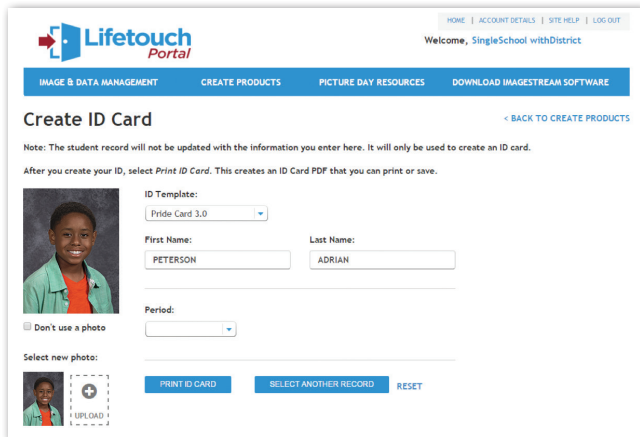
MANAGING YOUR ACCOUNT

6. Managing Site Users
(for Primary Users Only)

(a) Invite Additional Users

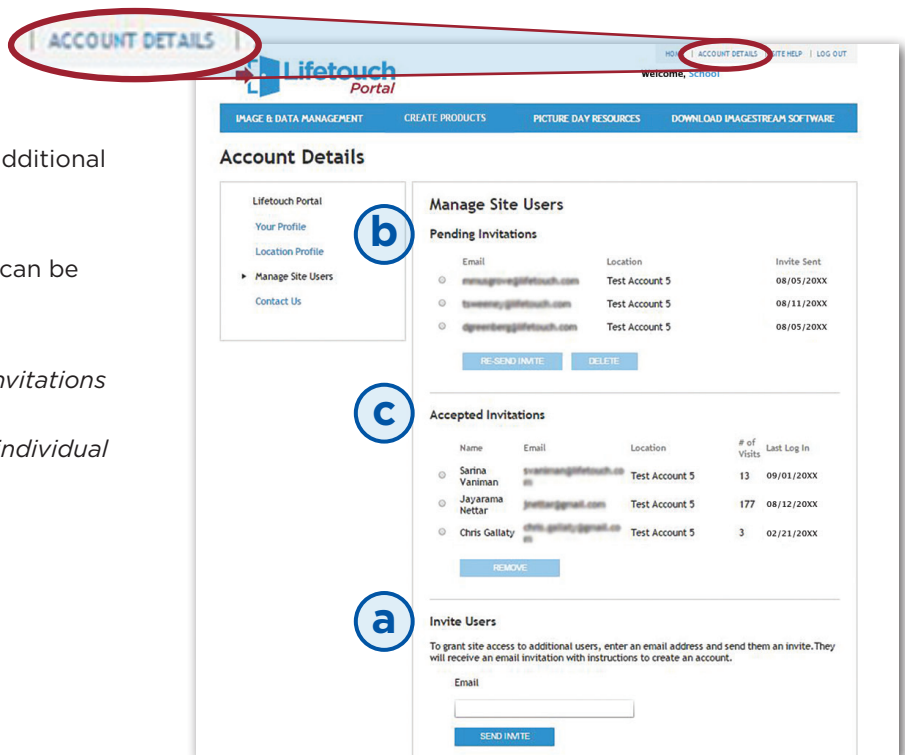- Enter the email address of the additional user and click *Send Invite*

(b) Pending Invitations

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

(c) Accepted Invitations

- View acceptors and *Accepted Invitations* can be removed

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

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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.