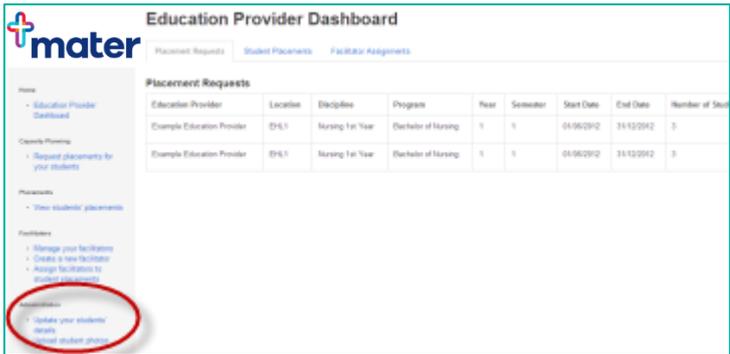


EPRef-04 - Student Reference Sheet – Uploading Student Photos.

Steps	Action	What it looks like
1.	Click the Upload student photos link in the Administration section in the bottom left of page.	
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>	
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) <i>must</i> be the student ID number as it is recorded in SPOT. The file format needs to be either a .jpg or .png type file.</p>	