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

Steps	Action	What it looks like
1.	Click the <b>Upload student photos</b> link in the <b>Administration</b> section in the bottom left of page.	Education Provider Dashboard   Var Var   Var Var   • State Place was Fallet Variage   • State Place was F
2.	The <b>Upload Student Photos</b> page will now be displayed. Click the pull down menu next to the <b>Education provider</b> section as per the image to the right. Select the appropriate option from the list then click on the <b>Browse</b> button.	Upload student photos in a single zip file and the student's profiles will be automatically upd studentnumber jpg or studentnumber png For example: 348972154 jpg Upload a file Results
3.	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. Note that each photo's file name (naming convention) <i>must</i> be the <b>student ID number</b> as it is recorded in SPOT. The file format needs to be either a .jpg or .png type file.	Cheese File to Upbad Image: Cheese File to Upbad   Look in: Example Placement Request and Student Up in Comple Student Upland Document - Scatter Bade and Completions doct   Upbload Student Ipbad Example Student Upland Document - Scatter Bade and Completions doct   Upbad student photos in a single up for student Example Student Upland Document - Unt Oxfore doct   Winders Rudent Upland Student Upland Document - Unt Oxfore doct Example Student Upland Document - Unt Oxfore doct   Winders Rudent Upland Tocument - Unt Oxfore doct Example Student Upland Tocument - Unt Oxfore doct   Winders Rudent Upland Tocument - Unt Oxfore doct Example Issue 300   Winders Rudent Upland Tocument - Text Down - Statt Placement States Example Issue 300   Winders Rudent Upland File - Text Down - Statt Placement States Example Issue 300   Winders Rudent Upland File - Text Down - Statt Placement States Example Issue 300   Winders Rudent Upland File - Text Down - States Example Issue 300   Winders Rudent Upland File - Text Down - States Example Issue 300   Winders Rudent Upland File - Text Down - States Example Issue 300   Winders Rudent Upland File - Text Down - States Example Issue 300   Winders Rudent Upland File - Text Down - States Example Issue 300   Winders Rudent Upland File - Text Down - States