

The Lifetouch Portal is a secure site for districts, schools and Lifetouch to share student data and images. This data is used for picture day, and then by the schools for updating Student Information Software, yearbooks, composites and creating custom printables.

GETTING STARTED

Lifetouch

You've been granted additional access.

The Lifetouch Portal is how your school provides Lifetouch essential data for Picture Day and accesses student images after Picture Day. Schools can also download digital Picture Day reminders, send automated emails to parents, create customized awards and certificates, design photo directories using student's or staff's school picture and more.

Get started:

1. Visit Lifetouch Portal ([Lifetouch Portal](#))
2. Log in with your existing credentials

Questions? Contact your Lifetouch professional or Lifetouch Support via [email](#) or 1-800-598-2466.

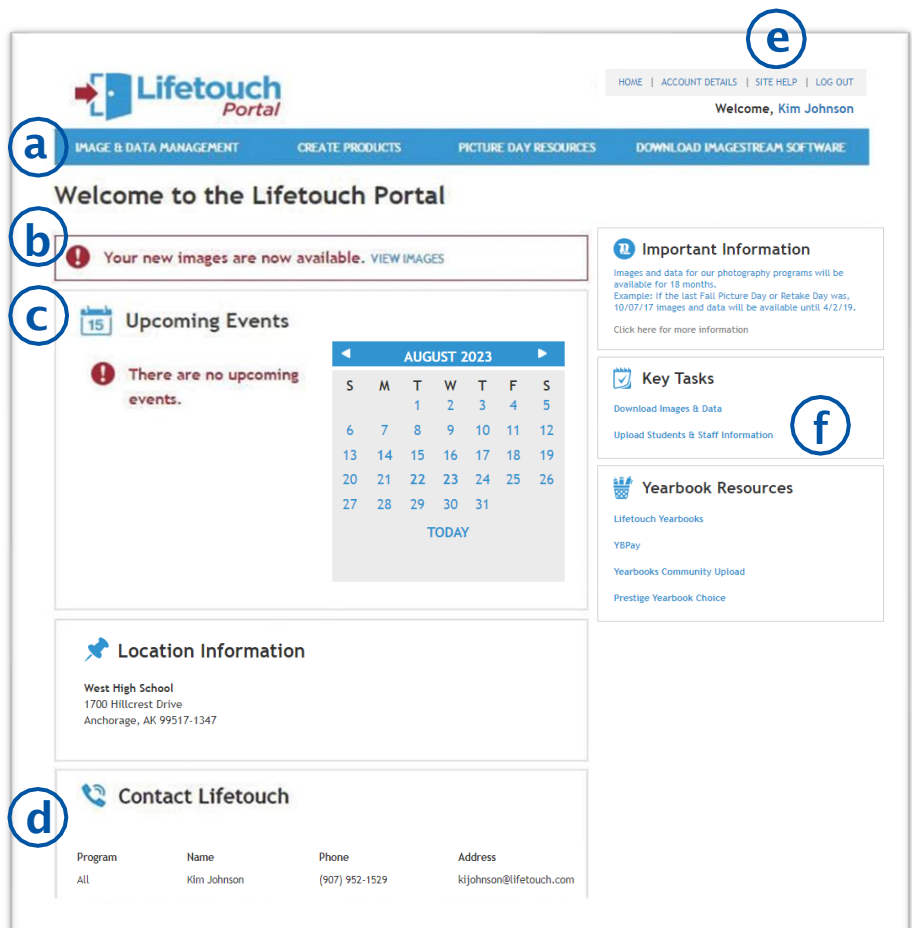
1. Setting up Your Account

- Open the email from lifetouchportal-notifications@lifetouch.com
- 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

- (a) **Primary Navigation Bar** contains the three 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 and data 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) **Upload Students & Staff Information** allows safe and secure transmission of subject data before Picture Day



The screenshot shows the Lifetouch Portal dashboard for a user named Kim Johnson. At the top right, there are links for HOME, ACCOUNT DETAILS, SITE HELP, and LOG OUT. Below the navigation bar, the main content area includes:

- (a) Primary Navigation Bar:** Contains links for IMAGE & DATA MANAGEMENT, CREATE PRODUCTS, PICTURE DAY RESOURCES, and DOWNLOAD IMAGESTREAM SOFTWARE.
- (b) Alerts:** A red alert box stating "Your new images are now available. VIEW IMAGES".
- (c) Upcoming Events:** A section with a calendar for August 2023. A red alert box says "There are no upcoming events." The calendar shows dates from 1 to 31, with "TODAY" highlighted under the 27th.
- (d) Contact Lifetouch:** A table with columns for Program, Name, Phone, and Address. The entry for Kim Johnson is listed with phone number (907) 952-1529 and email kijohnson@lifetouch.com.
- (e) Important Information:** A box with a blue icon and text: "Images and data for our photography programs will be available for 18 months. Example: If the last Fall Picture Day or Retake Day was, 10/07/17 images and data will be available until 4/2/19. Click here for more information".
- (f) Key Tasks:** A box with a blue checkmark icon and text: "Download Images & Data" and "Upload Students & Staff Information".
- Yearbook Resources:** A box with a blue book icon and text: "Lifetouch Yearbooks", "Y8Pay", "Yearbooks Community Upload", and "Prestige Yearbook Choice".

BEFORE PICTURE DAY



IMAGE & DATA MANAGEMENT

CREATE PRODUCTS

PICTURE DAY RESOURCES

DOWNLOAD IMAGESTREAM SOFTWARE

IMAGE LIBRARY

Picture Day Resources

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



Ready to upload your student and staff information?

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

[UPLOAD NOW](#)

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:

Fall Photography - November 12, 2015		
Email Flyer	View	Download
Print Flyer	View	Download
Web Banner Horizontal	View	Download
Web Banner Vertical	View	Download
Fall Photography - October 8, 2015		
Email Flyer	View	Download
Print Flyer	View	Download
Web Banner Horizontal	View	Download
Web Banner Vertical	View	Download

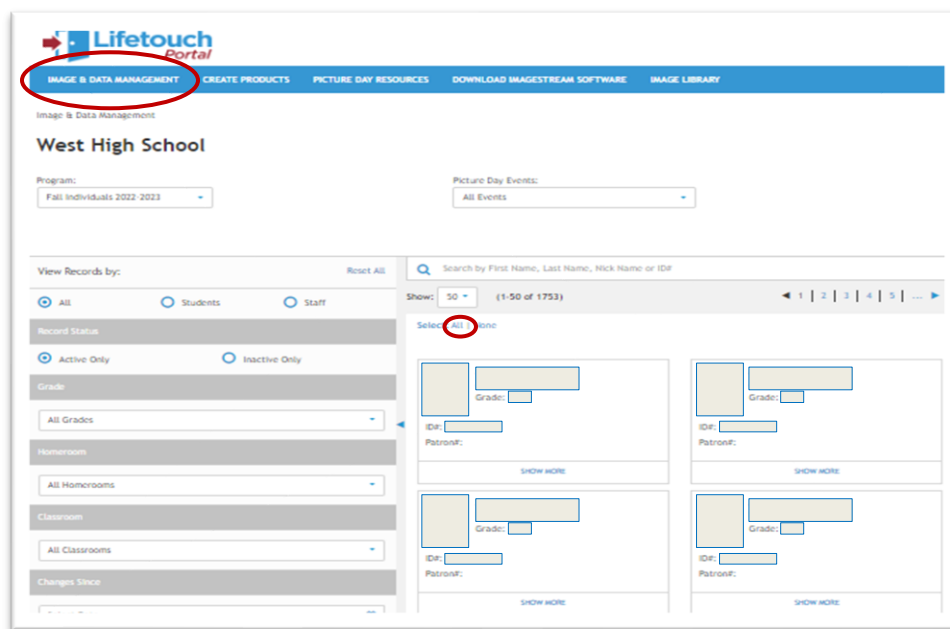
3. Picture Day Resources

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

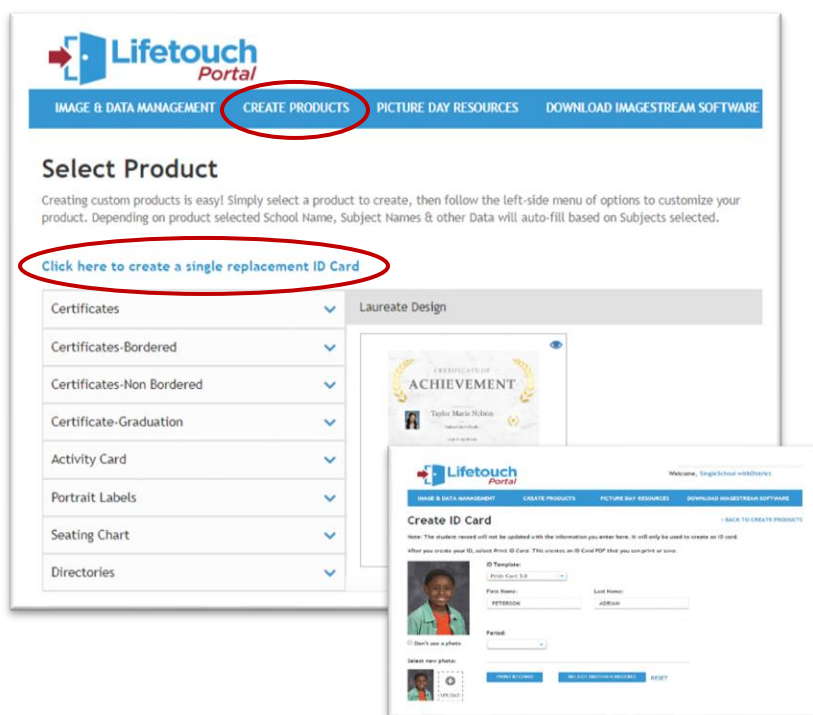
Flyers & Banners: View/download your school's flyers and web banners 2-3 weeks prior to Picture Day by clicking on the **Picture Day Resources** tab. Information is available for 30 days after Picture Day.

AFTER PICTURE DAY



4. 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
- From here you can edit subject's data or add new subjects
- Select images (option to **Select All**) and under available actions, click **Download** (a Download Options window will appear)
- In Download options window *Select Format*, which provides a selection of pre-set student information system (SIS) download options. If SIS is not listed, select **Images Only** from the bottom of the list.
- Click **Download** (a Download Progress box will show the download progress)
- Downloaded file is labeled *Data.zip*



5. Creating Products

A. Creating Certificates, Portrait Labels, Seating Charts & Directories

- Select product from drop downs
- Follow prompts to customize

B. Creating Replacement ID Cards

- Click to create a single replacement ID card
- Select an ID template
- Click select 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"

MANAGING YOUR ACCOUNT DETAILS

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, Remove Access or Update User Role

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

The screenshot shows the Lifetouch Portal interface. At the top, there is a navigation bar with 'HOME', 'ACCOUNT DETAILS' (circled in red), 'SITE HELP', and 'LOG OUT'. Below this, a blue header contains 'IMAGE & DATA MANAGEMENT', 'CREATE PRODUCTS', 'PICTURE DAY RESOURCES', and 'DOWNLOAD IMAGESTREAM SOFTWARE'. The main content area is titled 'Account Details' and includes a sidebar with 'Lifetouch Portal', 'Your Profile', 'Location Profile', 'Manage Site Users' (selected), and 'Contact Us'. The 'Manage Site Users' section is divided into three parts: 'Pending Invitations' (with a table of 3 users and 'RE-SEND INVITE' and 'DELETE' buttons), 'Accepted Invitations' (with a table of 3 users and a 'REMOVE' button), and 'Invite Users' (with an email input field, 'Delegate' and 'Yearbook Choice' checkboxes, and a 'SEND INVITE' button). Circled letters 'a', 'b', and 'c' are overlaid on the image to correspond with the text instructions.

Lifetouch Host Portal- Secure upload of student data, create certificates and much more
Portal.lifetouch.com

Parent Portrait Questions, Ordering, Refunds or Missing Packages:
MyLifetouch.com or 800-736-4753

Online Portrait Ordering- Parents sign up for Lifetouch Rewards and order customized portrait packages before and after picture day
MyLifetouch.com

Online Yearbook Ordering- Parents can order yearbooks online and earn their Lifetouch Rewards
YBPay.Lifetouch.com

Yearbook Design- Online program for yearbook advisors to layout and build their yearbook
Yearbook.lifetouch.com

Late Picture Order Forms- Please mail to:
Lifetouch Late Orders
2300 W 4th St.
Ontario, OH 44906-9902