



# Student Photos Checklist

Updated: 12/1/19

LAUSD Photo Portal  
<https://photoportal.lausd.net>



## Job Aids

MiSiS > Training > Job Aids > Student Photos  
<https://achieve.lausd.net/Page/11923>

### Schools

- Granting Access to Photo Vendors and Designee
- Manage the LAUSD Photo Portal for Schools

### Photo Vendors

- Vendor Registration for Photo Portal
- Manage the LAUSD Photo Portal for Vendors

For additional assistance, please contact the MiSiS Help Desk at (213) 241-5200, Option 5.

**Ramping up for Picture Day!** Preparing for the event begins in the spring for the following school year. Outlined below is a suggested timeline of activities for schools and photo vendors. Photos will appear in the LAUSD Photo Portal (<https://photoportal.lausd.net>) after upload by the photo vendor or school following Picture Day.

SPRING	
Who	Activity
School	<b>All Principals and Assistant Principals have access to the LAUSD Photo Portal.</b> Principals may identify a school staff member to be a Designee in the Portal. [Refer to "Granting Access to Photo Vendors and Designee" job aid below]
School & Photo Vendor	<ul style="list-style-type: none"> <li>• Principal to renew or select a new photo vendor.</li> <li>• Agreement/contract to be signed by both parties.</li> </ul>
Photo Vendor	<ul style="list-style-type: none"> <li>• Apply for a new (or renew) SSO &amp; LAUSD Email through oneAccess for the new school year. (This is an annual process - <a href="https://oneaccess.lausd.net">https://oneaccess.lausd.net</a>)</li> <li>• After SSO has been assigned/renewed and LAUSD Email authenticated, apply for VPN by emailing <a href="mailto:eric.albert@lausd.net">eric.albert@lausd.net</a> for next steps.</li> <li>• <b>Important step for new vendors/representatives:</b> Access the LAUSD Photo Portal using SSO through VPN and register - <a href="https://photoportal.lausd.net">https://photoportal.lausd.net</a> in order for your name to appear in the Portal.</li> </ul>
School	Beginning July 1, a principal may assign a new or extend access to an existing Photo Vendor to the school in the LAUSD Photo Portal. [Refer to "Granting Access to Photo Vendors..." job aid.]

**During the summer months,** MiSiS will be preparing for the new school year by rolling over students to the next grade level. The student rosters for the upcoming year will appear in the LAUSD Photo Portal two weeks before the first day of school.

FALL	
Who	Activity
Photo Vendor	Download student rosters from the LAUSD Photo Portal for each partner school to match photo.
Photo Vendor or School	Upload photos into the LAUSD Photo Portal. Photos will appear in MiSiS 24 hours after upload. [Refer to "Manage the LAUSD Photo Portal..." job aid.]

**Throughout the year,** photos in the LAUSD Photo Portal can be managed by Principal, Assistant Principal, or Designee. [Refer to "Manage the LAUSD Photo Portal for Schools" job aid.]

ONGOING during the school year	
Who	Activity
School	Principal/Designee may upload photos, make corrections, and download rosters of missing photos in the LAUSD Photo Portal. For photos, school may: <ul style="list-style-type: none"> <li>• Contact Photo Vendor for correct or missing photos, if taken during Picture/Make-up Day <b>or</b></li> <li>• Take a photo of the student following requirements outlined in the job aid.</li> </ul>