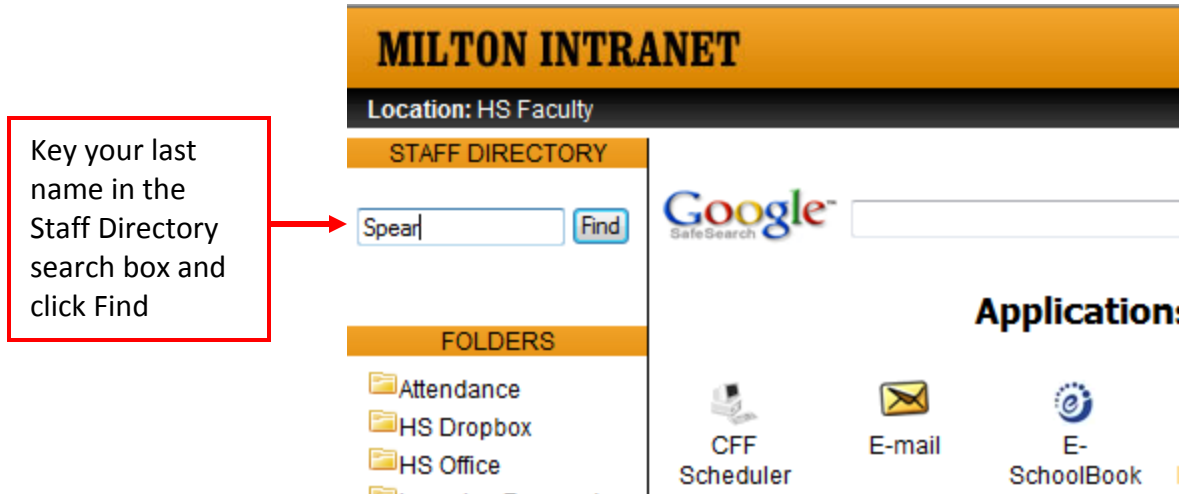


# eSchoolBook

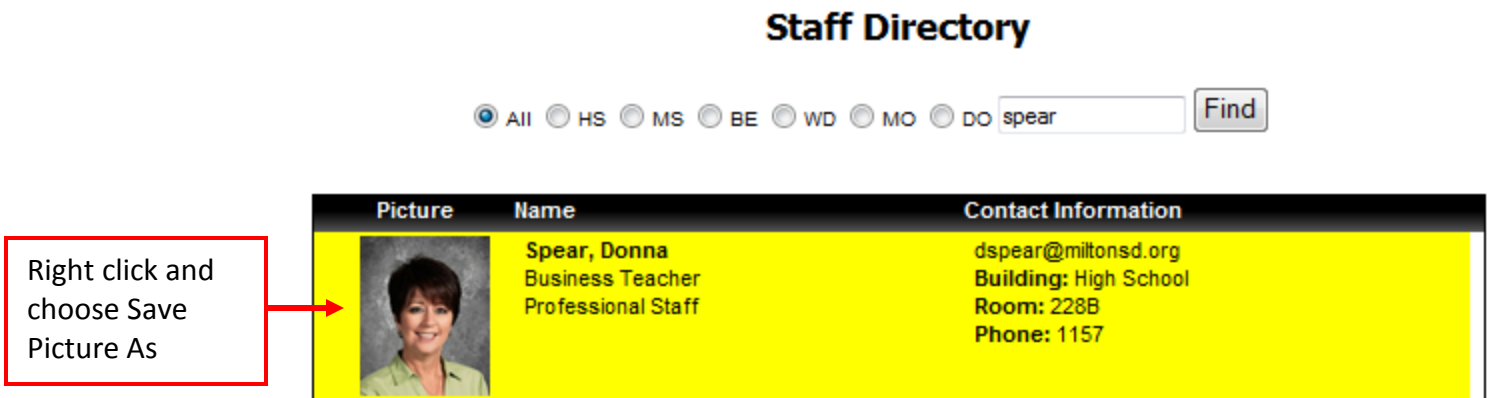
*This training guide explains how to add your staff photo in eSchoolBook.*

To fetch and save your staff photo from the school directory for use in eSchoolBook:

1. Access your school's intranet page

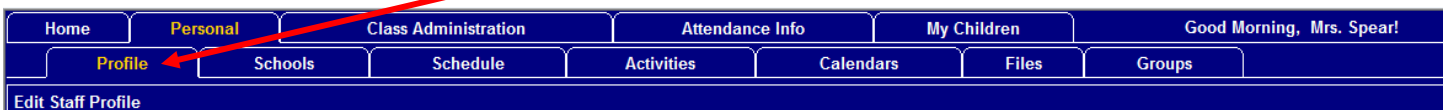


2. Right click on your staff photo and choose Save Picture As



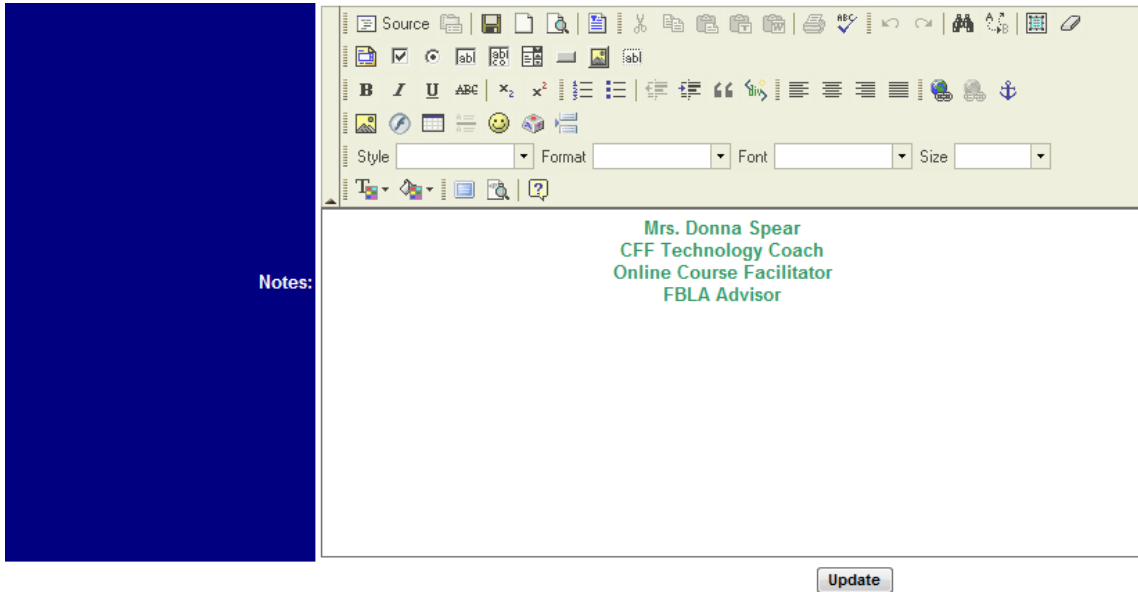
3. Save your photo to your Desktop (for easy access). It should save as a .jpg file

4. Upon logging into eSchoolbook click the Profile tab



*This training document was prepared by Donna Spear.  
If you have any further questions, please direct them to her.*

5. Scroll to the bottom of the Profile screen, click on the Browse button, navigate to your Desktop, and double click your saved JPG photo file.
6. Click the Upload Photo Button
7. Click the Update button



Browse and navigate to your desktop and double click your saved JPG photo file.

Click Upload Photo

Click Update

**Upload your photograph**

Enter the location of the picture to upload:

Your mug is now part of your eSchoolBook profile!