

# Can a student's picture be uploaded to their record?

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A student's picture can be added to their record so that it is displayed in the Parent Portal. As well, it is possible to display a picture on Student Information Sheets if it has been uploaded to the student's record.

When you upload a picture, Jackrabbit will automatically resize the image and center it. A student picture can be added from several areas in Jackrabbit:

<ul style="list-style-type: none"><li>• <b>The Student record</b></li></ul>	<ol style="list-style-type: none"><li>1. In the <i>Student</i> record, go to the <b>Misc</b> tab.</li><li>2. Click the <b>Pencil</b> icon to upload the picture.</li></ol>
<ul style="list-style-type: none"><li>• <b>The Parent Portal</b></li></ul>	<ol style="list-style-type: none"><li>1. From the Parent Portal <i>Dashboard</i>, select <b>Billing &amp; Payments</b>.</li><li>2. Select <b>Students</b> and then click <b>View (student name)</b>.</li><li>3. Click the <b>Pencil</b> icon to edit the student information.</li><li>4. Click the <b>Pencil</b> icon on the photo placeholder to upload the picture.</li></ol> 