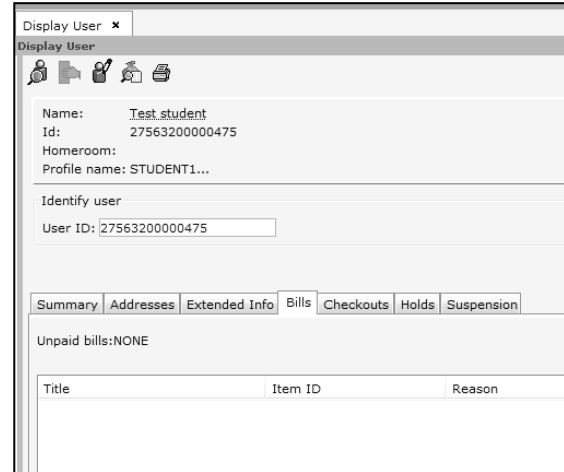


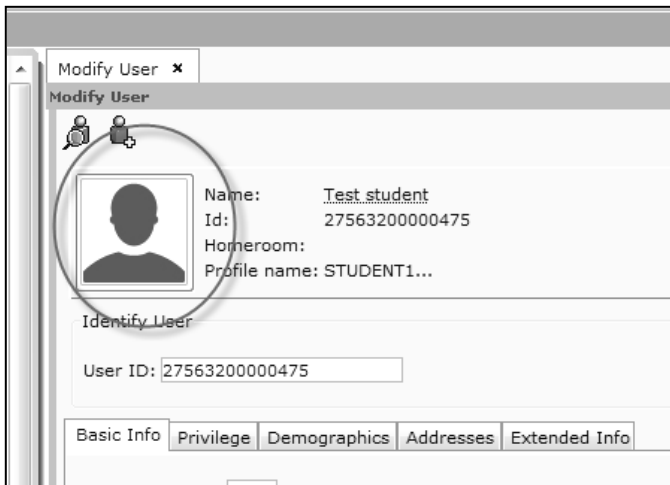
How to manually add a photo to a student record or make correction

PHOTO FILE must be located on workstation computer.

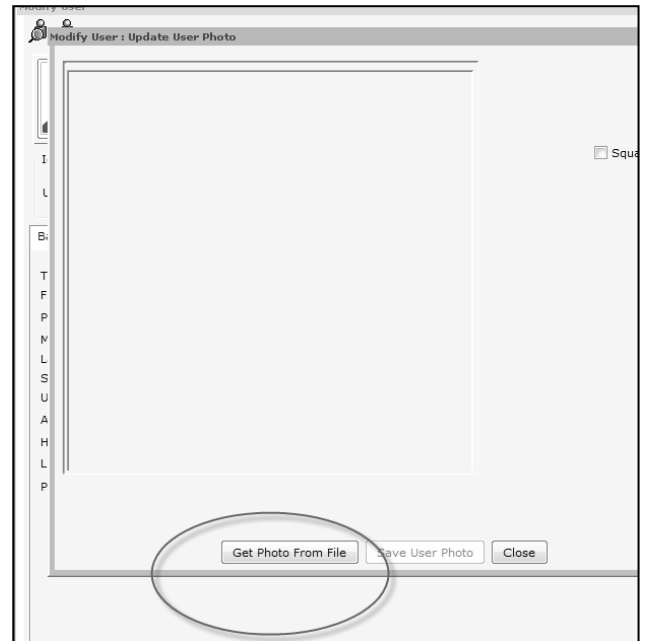
No photo (or incorrect photos) in current user record:



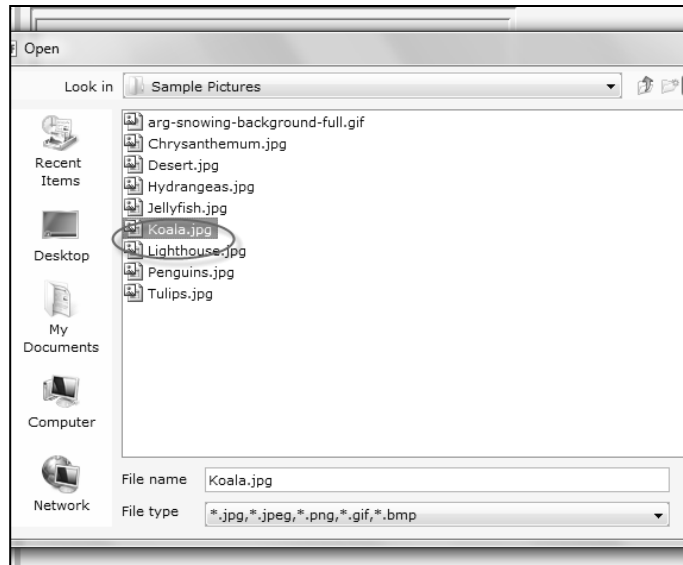
Modify User wizard, photo icon displays:



Click on photo icon, **select** Get Photo From File:



Find specific photo file on your computer:



Save selected photo to user record:

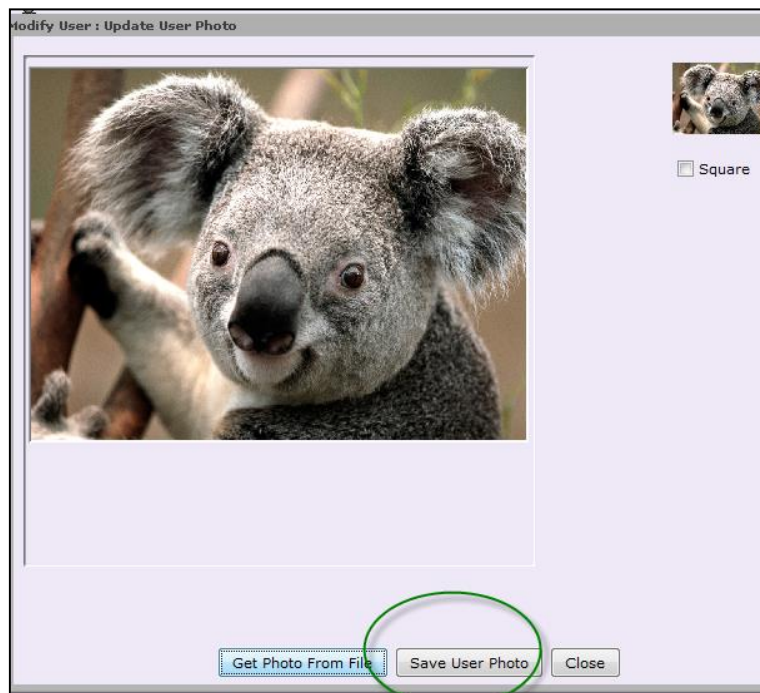


Photo now appears in user record:

NOTE:

If wrong photo appears, you can remove it using the "Modify User" wizard in WorkFlows. When modifying the user, select the image and then select "Delete User Photo". You can then create a new image following these instructions. *If library has a webcam, you can take picture of student and immediately add it to the record.*

NOTE: If photos are being loaded from the student data software, you will want to return to that original source and make sure the correct photo for the patron is being provided there.

Same process when registering a new user:

