

Lifetouch Yearbooks

Community Image Upload Instructions

Upload your photos for possible inclusion in the yearbook.

Step 1: Log in to communityupload.lifetouch.net

- If you are a new user, enter the access code provided by your school and click **Get Started**.
- If you already have an account, enter your email address and password and click **Log In** (skip step 2).

Veritas
Access Code
IFHFVQ

Lifetouch Yearbooks Community Upload

Use this website to upload photos to be considered for your school's yearbook. Contact your school for an access code.

Already have an account?

Email Address:

Password:

Remember me next time

[Forgot your password?](#) **Log In** ▶

New users?

Create an account by entering your Access Code below:

Get Started ▶

Step 2: Create Your Account

- Enter the information in the Create Your Account screen and click **Create Account**.
- Once you've created your account you will receive an email with an activation link. Once you click the link you can upload images.

Create Your Account

Do you want to upload pictures for 90020111 Lifetouch Elementary?
If so, please enter your information on the fields below. If you were looking for a different school, go back to the log in screen and enter a different access code.

Your First Name*:

Your Last Name*:

Email*:

Retype Email*:

Password*:

Retype Password*:

*Required Field

I understand that it is my responsibility to ensure that any images I upload through this site comply with legal requirements and the site's Terms and Conditions.
[View Terms and Conditions](#)

Create Account ▶ **Cancel**



Yearbooks

Step 3: Upload Images

- To add images, click **Upload Image** on the Home Page.
- Browse for your images and click **Upload**.

Image Requirements

- Jpg format
- 10 mb or less
- File name should not exceed 25 characters and include no special characters

Step 1 of 2: Upload Images

Upload images for 90020111 Lifetouch Elementary below.

Browse for your images below. Follow these guidelines:

- The length of the file name should not exceed 25 characters.
- Name your file using characters and/or numbers.
- You can upload up to 5 files at a time.
- Each file size should not exceed 10 MB.
- Do not use *, &, ', or other special characters when naming files.
- Files must be in a .jpeg format.

The upload time will vary depending on your internet connection. Please make sure you wait until you see the **Upload Confirmation** page before you upload more files.

Filename : C:\Documents and Settir [Browse..] Remove

Filename : [Browse..] Remove

Filename : [Browse..] Remove

Filename : [Browse..] Remove

Filename : [Browse..] Remove

By uploading these files, you certify that you have the right to distribute these pictures and that it does not violate the terms of service.

Upload

Cancel

Step 4: Review and Submit Images

- Enter keywords and a description, and select a category, for each image.
- Click **Submit All**.
- You will receive a confirmation and can upload more photos by clicking **Upload More Images**.

NOTE: To best help the yearbook staff determine the content of your images, provide as many keywords and information as possible.

Step 2 of 2: Review and Submit Images

Complete all fields to assist the yearbook staff with determining the content of your image(s) before submitting.



Filename: science3.jpg

Keywords: Maggy Nelson, Susan Johnson

Description: Maggy Nelson and Susan Johnson grow alfalfa seeds in beakers during Life Sciences Class

Remove

Category: [Select Category]

By submitting this you are agreeing to the terms and conditions on this [page](#).

Submit All

FYI:

Once you have uploaded photos you will be able to view your image upload history and upload additional images.

To change your profile information, click on the Profile tab and make the necessary changes.

If you need to upload images for multiple schools, you may add additional schools to your account by entering their Access Code on your Community Image Upload Home Page.



Yearbooks