



## District Logos - DA1240







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## District Administration > Tables > District Logos

This page allows you to upload and save an LEA logo as an external file to the `tcc.properties > district logo` file location. The LEA logo is used in the following portals: EmployeePortal, ParentPortal, StudentPortal, and TeacherPortal. If a file is not uploaded, a logo is not displayed.

Additionally, this page allows you to upload a separate logo to be used only in CareerPortal. This option may be used for LEAs that participate in a Co-op with a logo that is different from the LEA. CareerPortal will first use file name `dist_picture_cp`, and if not available, then `dist_picture`. If no files are uploaded, a logo is not displayed.

The following file types are acceptable:

(3 MB max)

- PNG
- JPG
- JPEG
- JPE

The target image ratio is between 1:1 and 2:1 with a maximum display size of 540 (w) × 270 (h) pixels.

### Upload a logo:

☐ Under **Upload LEA Logo**, click **Choose File**. Locate and select the file to be uploaded. The file name must be `dist_picture`.

This logo is displayed on the EmployeePortal, ParentPortal, StudentPortal, and TeacherPortal login pages for all users in the LEA.

☐ Under **Upload CareerPortal Logo**, click **Choose File**. Locate and select the file to be uploaded. The file name must be `dist_picture_cp`.

This logo is displayed on the CareerPortal login page.

☐ Click **Save**.