



## District Logos - DA1240



Table of Contents

District Logos - DA1240 ..... i

District Logos ..... 1



# District Logos

## **District Administration > Tables > District Logos**

This page allows you to upload and save an LEA logo as an external file to the `txeis.properties > district logo` file location. The LEA logo is used in the following portal applications: 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

### **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 Career Portal 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**.