

District Logos - DA1240

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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 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 px (w) × 270 px (h).

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**.