


Instructions to update individual images in Mobile PIMS

- 1) Login to www.pims.mobi (preferably using Google Chrome's Browser)
- 2) Search and see if the student you want to add already exists, but is missing a photo.



- 3) In the search field, you can put a name or student ID number



- 4) Click on the record you want to update (if the student is found).
 - a. If student is not in the list, he/she must be added. Just click the  home button.
 - b. Click the Add Single Student/Faculty button



- c. Choose the image and fill out the relevant fields, and click "Create".
- d. You are done with this student.

-----Continue here if the student IS located in the search-----

- 5) On this screen, click "Edit"



Period	Room Number	Teacher Name	Course Name
01	5512	ABRAMS	Intensive Reading
02	5505	JOHNSON	Algebra 2
03	131	GAGLIARDINI	Chorus 1
04	62	BUSH	Physical Science
05	134	ALVAREZ	Dance Choreography/Performance 2 Ho
06	246A	CHARDIA	United States History
07	5513	FORD	World History
08	5511	MCCRAY	English 3

- 6) Press the "Choose File" Button, locate the image on your computer.
- 7) Press Open
- 8) Then scroll to the bottom of the page, and press "Update."

