

How do I order MS/HS School Pictures?

Directions for Parents



YOUR PORTRAITS. YOUR WAY.

Please see the directions to the right on how to order your child(ren)'s school pictures this year. **Wait 7-10 days after your child's photo was taken at school for the photos to appear in the online portal.** These will be the same directions for the original Picture Days, as well as Retake Days.

QUESTIONS?

If you are struggling with the Jostens site itself, please contact JostensPIX' customer service directly [Click here for JostensPIX website](#). If you have general Picture Day questions or concerns, contact Mrs. Colbert scolbert@berlincentral.org, MS/HS Picture Day Coordinator.

ORDERING DIRECTIONS:

1. Go to <https://shop.jostenspix.com>
2. Create a Log in using any email address you'd like and create a password.
3. Logging in will take you to the main landing page. Directly above the orange "Smile!" circle there is a sentence which reads "Click here to find your student and begin personalizing your photos."
4. Click on the blue, underlined word "here" which is a hyperlink.
5. You will now be on the "Search For Your Student" page
6. Enter the school's name
 - Grades 6-8 **"Berlin Middle School"**
 - Grades 9-12 **"Berlin High School"**
7. Enter your Event Code
 - MS: **FE56820**
 - HS: **FE56620**
8. Enter your child's first and last name **Please be sure that this is the name as it is written in SchoolTool. Their "Access Code" is their SchoolTool Student ID number (lunch number etc.)*
9. Select the orange "Search" button
10. Your child's information will appear below. After the grade level there is orange text that reads "Add Student"...click that link.
11. Once you have access, the images will be displayed and you will be able to select your prints to order whatever package you wish, individual photos a la carte, a digital version of your photo...*whatever works for you!*
12. Anything ordered will be shipped right to the mailing address you provide in your order.