

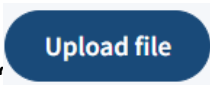
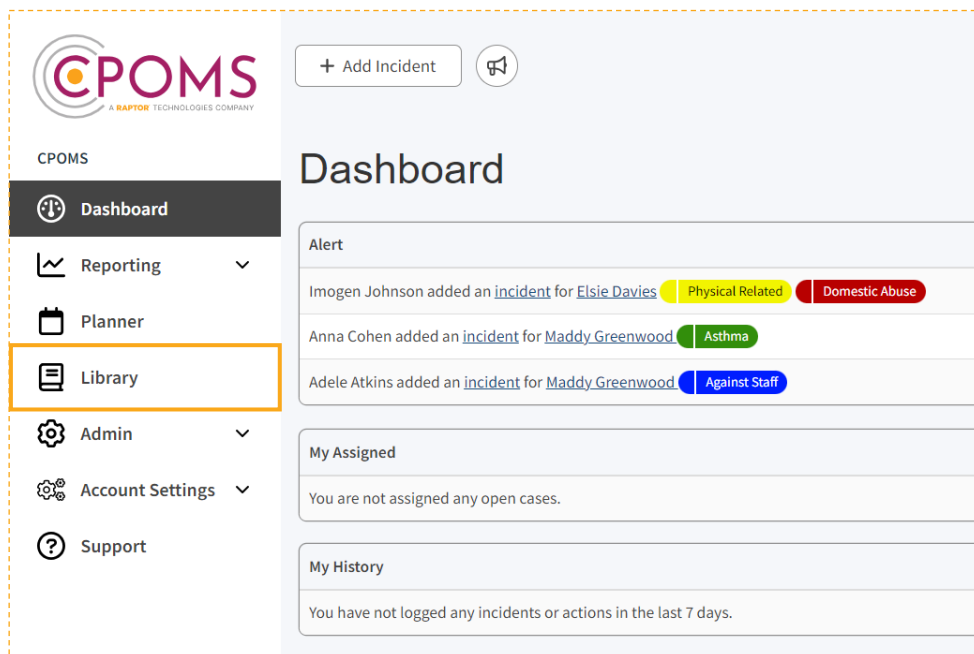
## Adding Your School Logo

Your school logo may be added to CPOMS so that it appears on your initial log-in page and to the top-right of reports run in CPOMS.

A CPOMS **Admin Key Holder** in school may add your logo by following the below steps:-

### Step 1 - Add your logo to your CPOMS 'Library' area

On the main CPOMS Dashboard, click on the **'Library'** button, in the left-hand navigation panel.

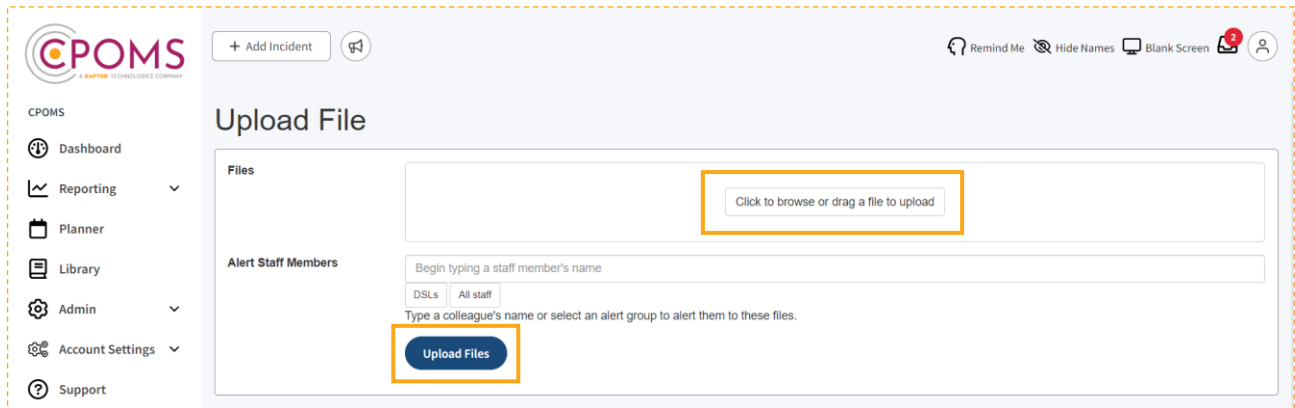


Click on **'Upload file'**, to the right-hand side of the page.



Select your school logo via the **'Click to browse or drag a file to upload'** area, and once chosen click

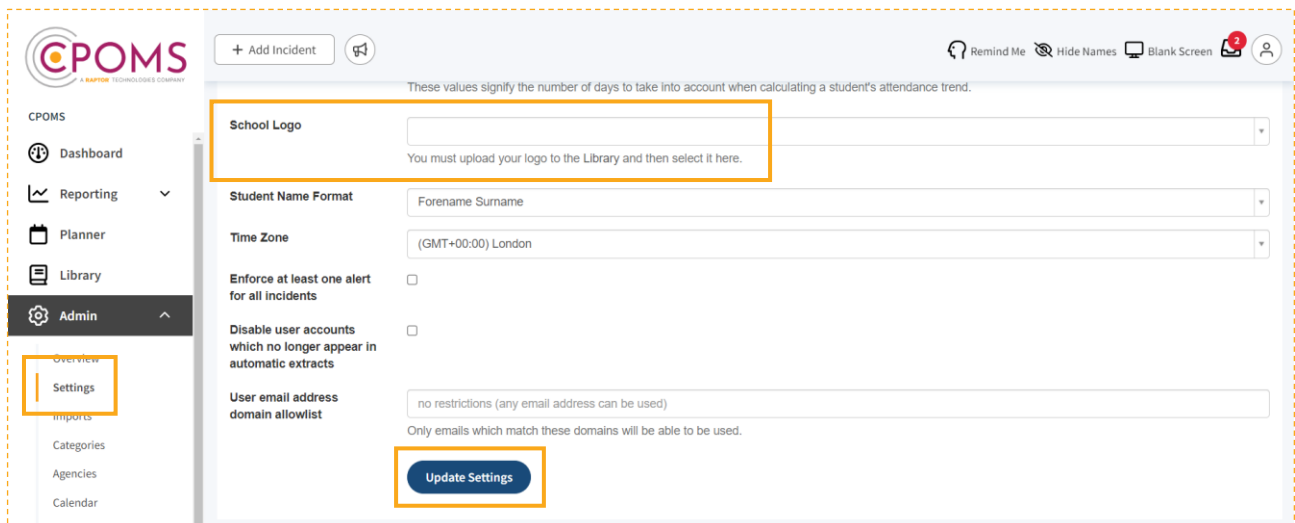
**Upload Files**



## Step 2 - Choose your logo in 'Admin' > 'Settings'

Once you have uploaded your logo, please click on **'Admin'** and select **'Settings'**.

Scroll down to the **School Logo** field and locate your school logo file name.



**Update Settings**

Once chosen, scroll down again and click **'Update Settings'** to save.



**Please note**, the school logo must be uploaded in a .jpeg or .png image format. The system will be unable to accept the logo if it has been uploaded in a Word or PDF document.

For further assistance on any of the above please do not hesitate to contact us on  
**01756 797766** or [support@cpoms.co.uk](mailto:support@cpoms.co.uk).

