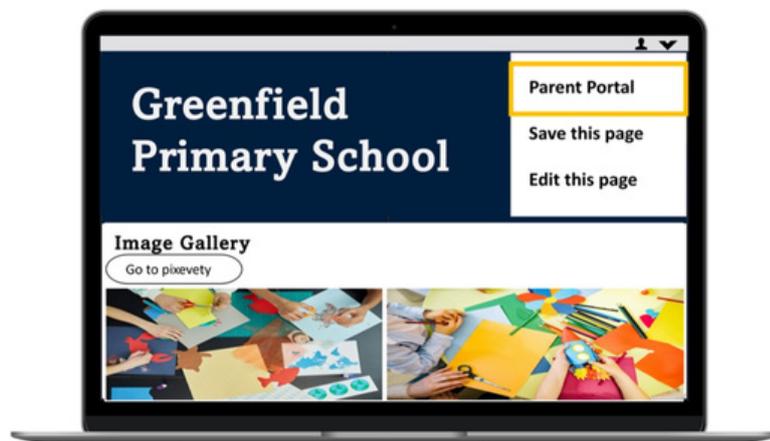# PIXEVETY USER GUIDE

1 Access our Gallery

Log into our school portal and click on the **pix**evety icon to access our school Gallery.

A Guest Profile will be assigned when logging in via SSO. If attempting to leave the school Gallery, you will be prompted to Register for a **pix**evety account.
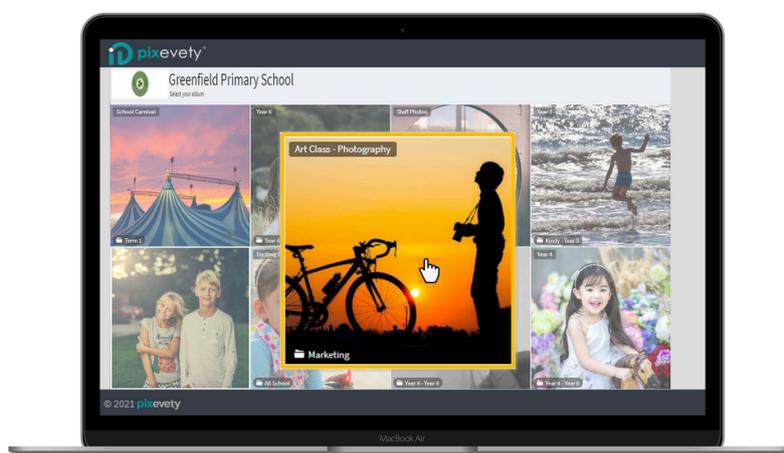

2 Access MY VIPs

Easily access images of your child(ren) in one location by clicking on the orange My VIPs button in the top right of your screen.

3 View an Album

The Gallery homepage will display Albums you have access to, each Album contains images. Scroll through the page to browse all Albums or, click on a Folder to view Albums.
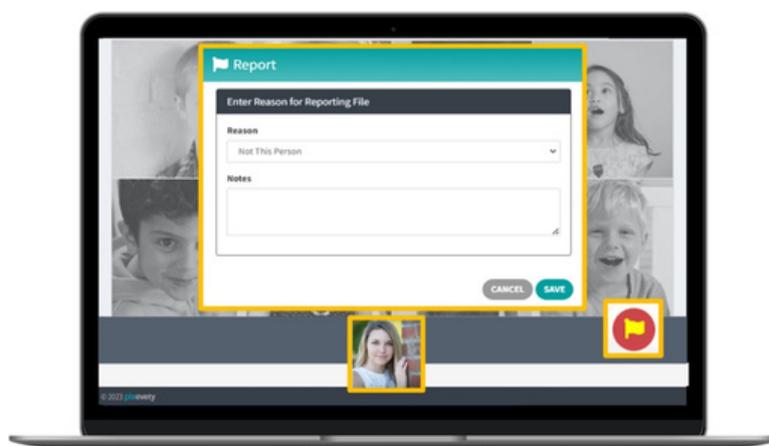Click Open 📂 to explore content inside, Open an image to view it in a larger size.

4 Flag Files

To flag an image for the Gallery for an administrator to review, click the image once and it will appear in your Working Tray. Select 🏳 to *Request Immediate Removal*.

Choose a reason from the drop down and leave a note. The image will immediately be removed from the Gallery and reviewed by an administrator.
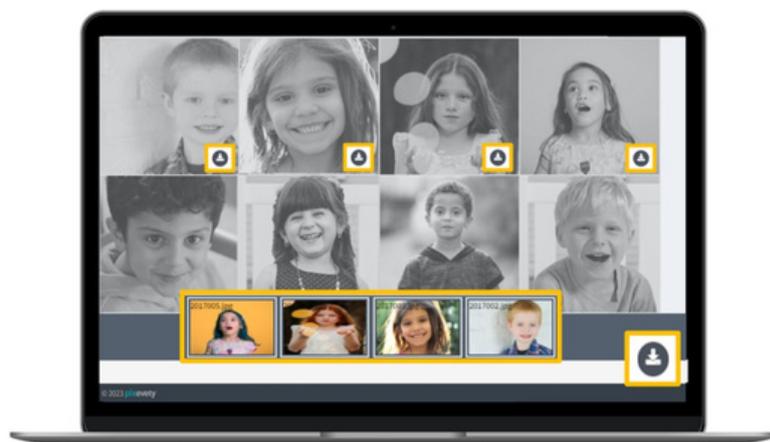
5 Download

When viewing an image, press Download on the image to save the image in the original file size.

Multiple images can be downloaded in their original file size from the Working Tray. Click once to move the images into your Working Tray and press Download.

A zip file can then be accessed from Downloads ⬇ in the action bar.

6 Live Chat

pixevety are always on hand to help!

If you have any questions, click the Live Chat button at the bottom of your screen to speak to a **pix**evety Customer Success representative.