PIXEVETY USER GUIDE

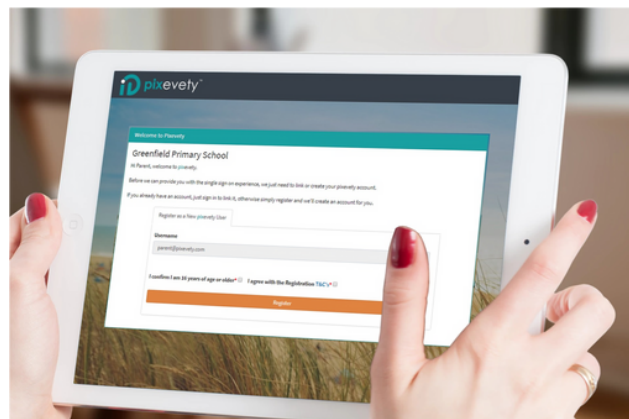**iD pixevety**™
Your Tomorrow, Protected Today.
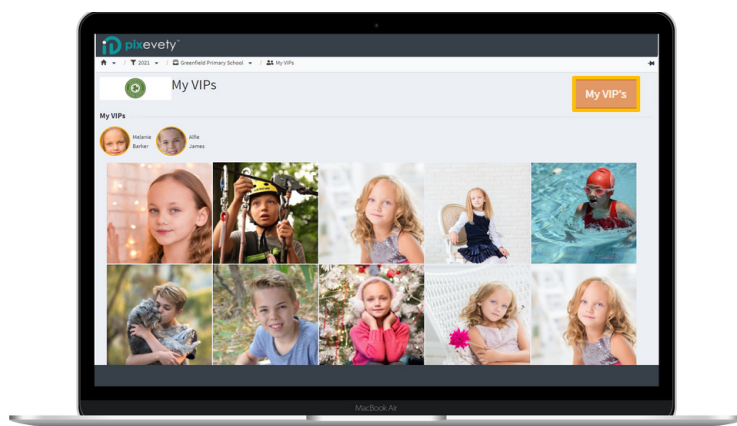
1 Access our Gallery

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

If this is the first time you have logged in, you will be prompted to confirm your **pix**evety account before gaining access to our school Gallery.
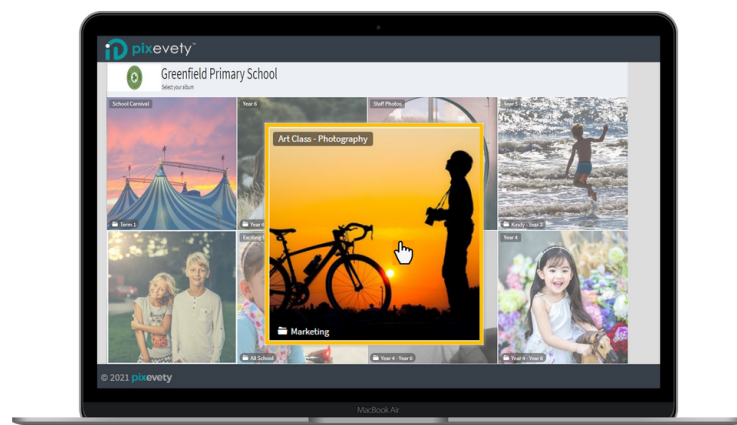

2 Access MY VIPs

Easily access all 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.
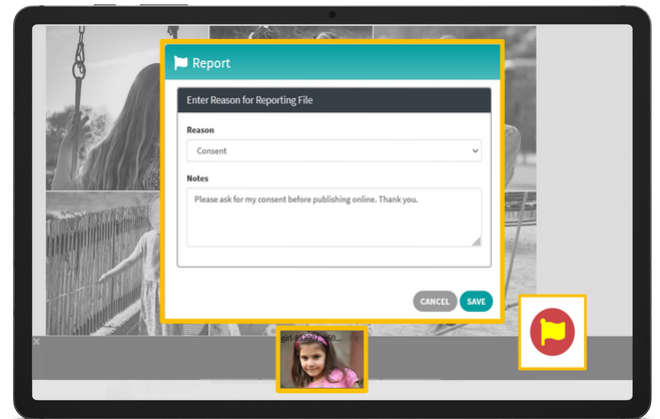Click Open 📂 to explore content inside, Open an image to view it in a larger size.

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 be immediately removed from the Gallery and reviewed by an administrator.

5 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.

6 Download and Save

When viewing an image or file, press the Download icon on the image to download the image as a large jpg.

Click on images once to move them to the working tray at the bottom of your screen:

Download: An individual image, or multiple images can be downloaded in their original file size and emailed as a Zip file.
Save To: Save a copy of images in another **pix**evety Gallery you have access to.

To find out more visit https://pixevety.com/faqs/