



Getting Started:

What is PLIC Go?

- PLIC Go is our online portal that allows unlimited access to your student and staff photos. With PLIC Go, you can export the student photos for your school management software and yearbook software.

Invitation:

- To get access, you must first accept the PLIC Go invitation emailed to you from alerts@plicgo.com.

- If you haven't received an email invitation, you can contact us with your name and school name to receive an invitation. Please Email: David@studio1info.com

Password Setup:

- After you have accepted the invitation, you will need to create your password.

Note: Be sure to set a unique and safe password that only you will remember.





- To access the software, go to plicgo.com
- Then sign in with your email and password.



Dashboard/Projects:

- You will see your dashboard when you first sign in. You may need to select your project.

- Each project will have the name of the school and year. It contains the photos and data for that year.

Projects ∷≣ .	All Projects + New Project						
	i≡ 920 of 1,131 projects						
	Season	Organization	Search				
	2021-2022	Organization	Find by keywi				
	Project	Organization	Season	Subjects			
	37th Street Early Education Center 21-22	37th Street Early Education Center	2021-2022	75	ŧ	÷	ŧ
	Azusa Unified School District 21-22	Azusa Unified School District	2021-2022	228	ŧ	*	ŧ
	Verdugo Woodlands Elementary Yearbook All School 21-22	Verdugo Woodlands Elementary School	2021-2022	705	ŧ	*	ł
	Kathy Boehme	Independence Christian	2021-2022	0	ŧ	*	ł
	KIPP Endeavor Prep	KIPP Endeavor Prep	2021-2022	0	ŧ	*	ę
	Simmons Elementary School 21-22	Simmons Elementary School	2021-2022	330	<u>(1</u>)	±.	ę
	Burbank Preschool 21-22	Burbank Preschool	2021-2022	11	1	¥	ę

- On your dashboard you will see different sections.

507	DOWNLOAD EXPORTS	PRINTLAYOUTS	FILES
Brought to you	by <i>Studio1</i>	Contact Information	
\bigcap	0	Nathaniel Ruiz	
$S_{DISTINUTIVE PO}$	I O I	Nathaniel@studio1info.com	
DISTINCT VE TO	KIKAITUKE	(909) 944-9033 x212	

- **Subjects** are the individual records of your students and staff.

- **Download exports** is where you can export the entire database or certain students.





Subjects:

- Subjects are the individual records of your students and staff. In this section you can view students and staff, edit names, add new students, and upload photos of missing students.

How to add a new subject:

- 1. Go to the **Subjects section** on your dashboard.
- 2. Click **+New Subject** on the top left.

⊟ All Subjects	🕂 New Subject	🖶 Download Subject Directory	Q, Find Duplicates		
			i 507 of 507 subjects		
			Teacher •	Grade •	Sort Ascending -
			Any	- Any	+ Last Name, First Name
			Added Since Date		

3. Fill in the student's information, then click **Save**.



How to import a portrait:

1. Click on a student or staff, then click on **Upload Photos**.

i Info	💽 Edit Data	± 1	Jpload Photos	🖨 Print Layouts		
i Subject has no photos. Upload them n	ow?	First Name	Nathaniel			
		Last Name	Ruiz			
		Teacher	Mr. Washburn			
		Grade	2			
		Student ID				
		Online Code				

2. Click **Choose File**, then select the file from your computer.

Demo School 21-22 ● Skljects ▲ Download Exports ϴ Print Lanvals ① Files ■ All Skljects ♦ New Sklject = Download Sklject Directory ≰ Upland Skljects © Find Duplicates							
	Ashley Abad						
	i Info	🛃 Edit Data	🛓 Upload Photos	🖨 Print Layouts			
	Choose File No file chosen						





Download Exports:

- The Download exports section is where you go to download the database for your school's data management programs such as MiSIS, Aeries, Zangle, and more. You can download the entire database or select certain students.

How to export your database:

1. Go to the **Download Exports** section on your dashboard.

2. To select which type of format to export, click on the dropbox and select the format. Once you have selected a format, click the download button right next to it.

MiSiS			•	Download MiSiS	Ъ.	
Downloads	Standard Formats	Custom Formats				
≣ 25 export f	formats					+ Create a custom export
Name						

3. You will then see a 4 step process to configure your export.

-Step 1: Configure Export Options.

Use the default settings here, then click continue.

-Step 2: Select Subjects.

If you include all subjects, you will export the entire database. But if you untoggle that, you will be able to filter which students to export. Filter the students using the dropdowns, then click on the students to include in the export.



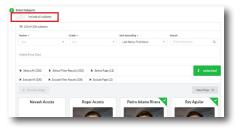
In this step, you will see any matching students. You can toggle *Keep all subjects* to include them all, or click on the photo of the duplicate that you want to keep.

Please Note: If you don't click on either duplicate, they will both be excluded. We normally toggle to keep all subjects to avoid any issues.

-Step 4: Download.

Wait for your photos to be rendered, then click on download.





Fields to check for matches:					
First Name × Last Name × Student ID × Add a field					
A					
4 groups of duplicates round. From ea	ach group of duplicates, select which subj				
4 groups of dupicates found. From ea					





- You can add new users to have access to PLIC Go. To add a new user, follow the steps below.

- Step 1: Click on the menu on	E PLIC Go!						
the top left corner of the page.	Projects						
It will pull up the side menu.				₩ 789 of 1,710 projects			
				Season	Organization		
				2022-2023 -	Organization		
				Project	Organization		
				Starr King Elementary School 22-23 — K874	Starr King Elementary School		

- Step 2: Go to **Users** on the side menu
- Step 3: Click on + New User.

- Step 4: Fill in the user information, then click **Save**.

Name*	Email *
Organization Choose Organization	•
Save	Cancel

Once you have created a user, that user will receive an email invitation similar to the one you received. They must accept the invitation in order to create their password and receive access to PLIC Go.

For more information and customer support, please contact us at:

David@studio1info.com

Please include your name and school name.

