

## 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.

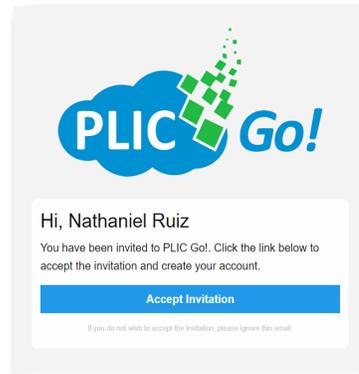
### Invitation:

- To get access, you must first accept the PLIC Go invitation emailed to you from [alerts@plicgo.com](mailto: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: [Nathaniel@studio1info.com](mailto:Nathaniel@studio1info.com)

### Password Setup:

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

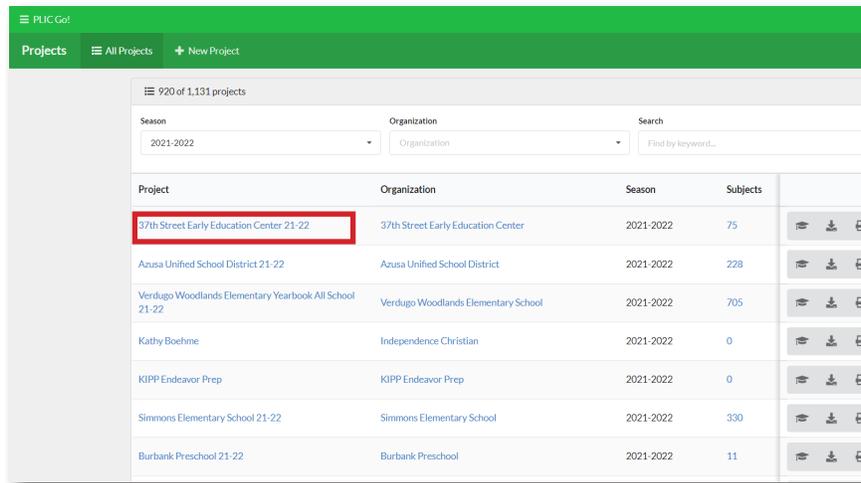
**Note:** Be sure to set a unique and safe password that only you will remember.



- To access the software, go to [plicgo.com](http://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.



Project	Organization	Season	Subjects
37th Street Early Education Center 21-22	37th Street Early Education Center	2021-2022	75
Azusa Unified School District 21-22	Azusa Unified School District	2021-2022	228
Verdugo Woodlands Elementary Yearbook All School 21-22	Verdugo Woodlands Elementary School	2021-2022	705
Kathy Boehme	Independence Christian	2021-2022	0
KIPP Endeavor Prep	KIPP Endeavor Prep	2021-2022	0
Simmons Elementary School 21-22	Simmons Elementary School	2021-2022	330
Burbank Preschool 21-22	Burbank Preschool	2021-2022	11

- On your dashboard you will see different sections.





**507**  
SUBJECTS



DOWNLOAD EXPORTS



PRINT LAYOUTS



FILES

Brought to you by *Studio1*



**S T U D I O 1**  
DISTINCTIVE PORTRAITURE

**Contact Information**

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

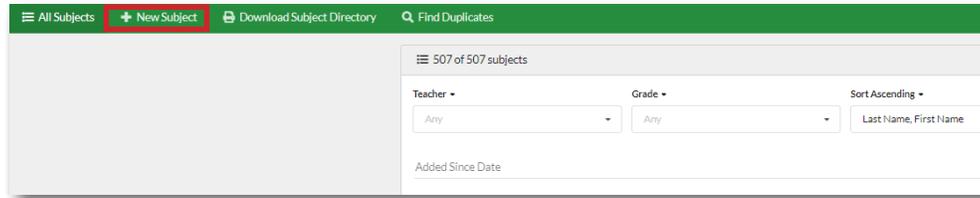
- **Download exports** is where you can export the entire database or certain students.

# Subjects:

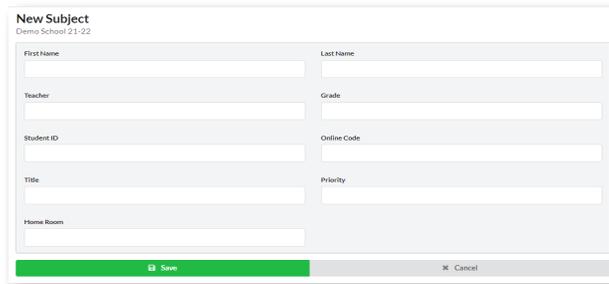
- Subjects are the individual records of your students and staff. In this section you can view students and staff, edit names, add new students, and upload photos of missing students.

## How to add a new subject:

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



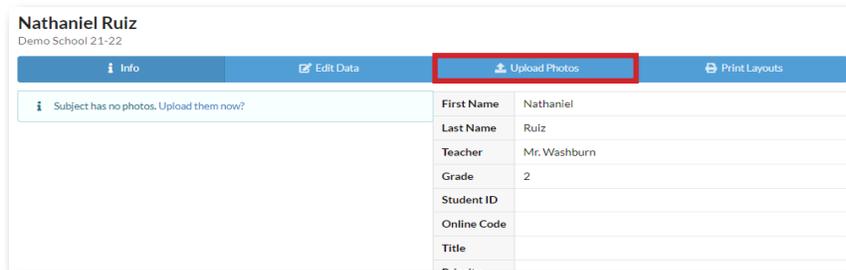
3. Fill in the student's information, then click **Save**.



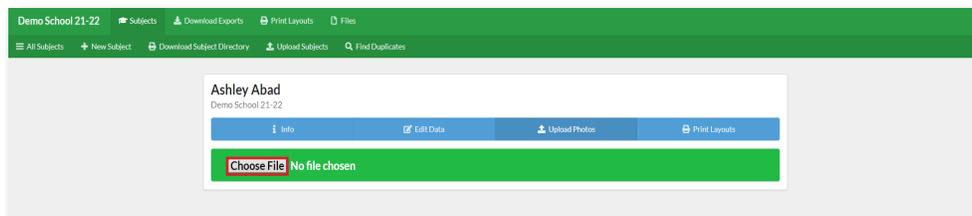
The 'New Subject' form is displayed with the following fields: First Name, Last Name, Teacher, Grade, Student ID, Online Code, Title, Priority, and Home Room. A green 'Save' button is at the bottom left, and a 'Cancel' button is at the bottom right.

## How to import a portrait:

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



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

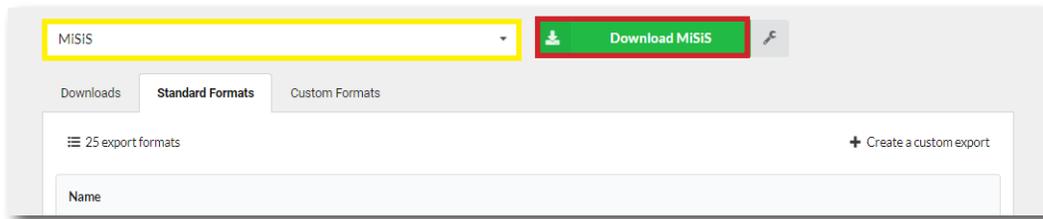


# Download Exports:

- 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:

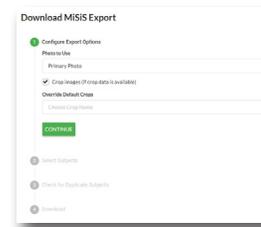
1. Go to the **Download Exports** section on your dashboard.
2. To select which type of format to export, click on the dropbox and select the format. Once you have selected a format, click the download button right next to it.



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

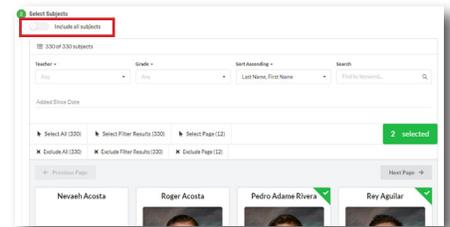
### -Step 1: Configure Export Options.

Use the default settings here, then click continue.



### -Step 2: Select Subjects.

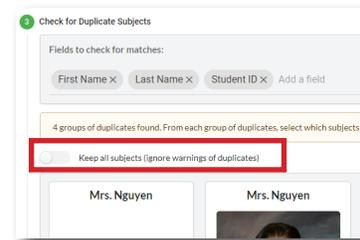
If you include all subjects, you will export the entire database. But if you untoggle that, you will be able to filter which students to export. Filter the students using the dropdowns, then click on the students to include in the export.



### -Step 3: Check for Duplicate Subjects.

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.



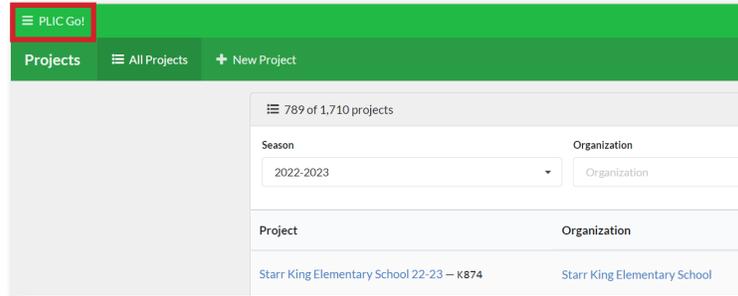
### -Step 4: Download.

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

# Users:

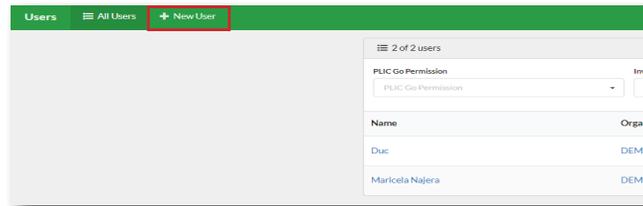
- You can add new users to have access to PLIC Go. To add a new user, follow the steps below.

- Step 1: Click on the **menu** on the top left corner of the page. It will pull up the side menu.

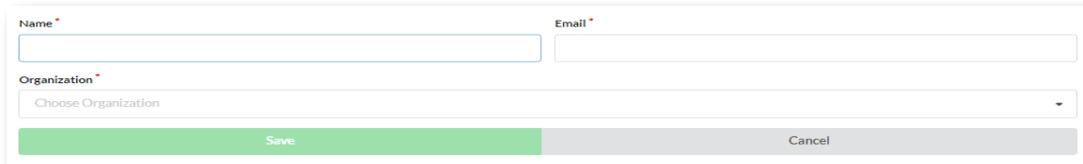


- Step 2: Go to **Users** on the side menu

- Step 3: Click on **+ New User**.



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



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:  
**felix@studio1info.com**  
 Please include your name and school name.