

YEARBOOK

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VIRTUAL SCHOOL PORTRAITS

Dear Encino Charter Elementary Families & Staff,

VIRTUAL SCHOOL PORTRAITS are happening at ECES *next week*, **February 28-March 6th**. This year, we will be using a new software called **SCHOOL PHOTO CLOUD** that will allow students & staff to take their school pictures from the safety of home! An email will be sent to you from School Photo Cloud with a link that will direct you to your child's/staff member profile on our school account. Register as a new user. **Please make sure to write down your password** in case you need to log back in. If you have multiple kids at ECES, you will receive a **separate email with a unique link for each child** and you will have to register each child as new user with a **different** email address. If you have a Gmail account or access to your child's LAUSD email however, you can skip registering as a new user and simply **Sign in with Google**. You can access the profile for multiple students with Sign in with Google when using your own Gmail account but you will need to **LOG OUT** then sign in again with the unique link emailed to you for your other child. If you did not receive the email, not to worry. You can still access our School Photo Cloud account by logging onto <https://app.schoolphotocloud.com/encino2021>. All you need to get started is your *child's student ID* (staff members, please use your LAUSD email in lieu of student ID) and a *smartphone, iPad* or your *computer web camera*. With a few simple clicks, you'll be able to take and upload your child's/staff member school portrait, as well as confirm the spelling of their name and grade. For detailed instructions on how to use School Photo Cloud, please see attached document. If you are having issues accessing our School Photo Cloud page, please don't hesitate to email Gelila: asres2002@yahoo.com or Carolyn: carolynkao@gmail.com.

Thank you for your participation. We look forward to seeing all of the wonderful kids and staff members of ECES in our 2021-22 yearbook!

TROUBLESHOOTING

1. Use **GOOGLE CHROME** or **FIREFOX** as your web browser, **NOT Safari**.
2. Make sure to register as a **NEW** user for each student ID using a different email address for each child. **SAVE YOUR PASSWORDS**.
3. Skip registering as a new user by "Signing in with Google" using your Gmail or your child's LAUSD email account.
****RECOMMENDED METHOD****
4. After taking your child's picture. Use a computer instead of a phone or iPad to upload your photo.

SUBMIT BY
March 6th

TIPS

1. Make sure photo is only of head and shoulders.
2. Don't use filters.
3. Have student sit or stand slightly to the right or left and turn their face toward the camera.
4. If taking photo outside, it's best when sun is directly above, not in front of students face.
5. Make sure your background is not too busy, a solid background works best.
6. Review to make sure photo is not blurry or too dark.