



Dear Student and Parent/Guardian,

St. Francis Xavier Jesuit Elementary School will be using the Selfield™ App this year to acquire photos for the Yearbook. The FREE App will allow you to take several photos with your smartphone and submit your favorite one for your Yearbook Photo.

Your Group Code: APYBN2020

Follow these steps to get Started!

1. Download the FREE Selfield™ App!

Apple Phones

- Go to the Apple App Store®, Search "**selfield**".
- Download the Selfield™ ID Card System App to your smartphone.

Android Phones

- Go to the Google Play™ Store, Search "**selfield**".
- Download the Selfield™ ID Card System App to your smartphone.

2. Setup Your Selfield™ Account on your Phone

Please follow these steps to setup your account when you have the Selfield™ App installed:

1. Open the App and select the Start Button. Then select "*Start a New Account*".
2. *Setup New Account* - Enter the following **Group Code: APYBN2020** and click "Go".
3. *My Email* -- Enter your Email & Name then click "Next".
4. *Confirm you Information* – Review your information and create your password and click "Confirm".
5. *Success!* – You will be sent an email to confirm & activate your account. This can take a few minutes.



ST. FRANCIS XAVIER
A Jesuit Elementary School | Preschool-8th Grade

6. After activating your account, open the Selfield™ App again and select the "Start" button. You can then select your new account in the list of accounts and enter your password.
7. Follow the instructions in the App to *take* or *upload* your Yearbook photos from your smartphone. You can take up to 6 previews.
8. Once you have taken the picture you like, go to the "*Preview Gallery*" and click the "select" button for that photo. The photo will automatically be submitted to Selfield™, where it will be approved for inclusion in the Yearbook! If for some reason you want to cancel the selected photo, you will have 48 hours to do so. Following the grace period, your photo status will change to PENDING and you will not be able to make any changes.

Here's to a great year with a great yearbook photo! Please contact the school with any questions.

Thank you for using Selfield™ as your Yearbook connection.

The Staff at St. Francis Xavier Jesuit Elementary School

& The Team at Selfield™

***Privacy -- All information and photos acquired through the Selfield™ System are safeguarded as private and used only by the school and its authorized representatives for Faculty information purposes.*