

Salmon Bay School Yearbook Photo Instructions

Photos are due by March 12, 2021

Before we get started, think about what school photos typically look like... they are close ups of each person, focus on the head and shoulders, and you can definitely see the individual's face and know who they are. Keep that in mind when taking your picture or uploading a photo.

Ok, here we go. Be sure to have your unique photo ID number handy, you'll need it for step #1.



To start, click on the link for our School Photo Cloud site provided in the email you received. We have a separate link for elementary and middle school students. The screen should look like this (see left).

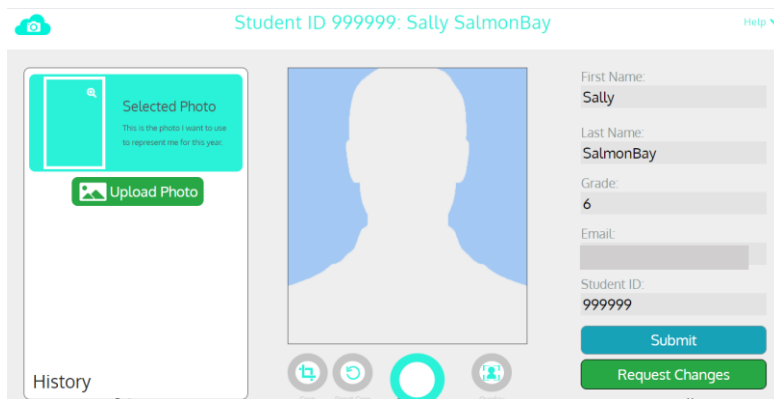
Enter your ID number in the white box.
Click the green button to get started



The next screen you see will prompt you to **create an account. You are a new user.** Enter an email address and password. Click "Create User"

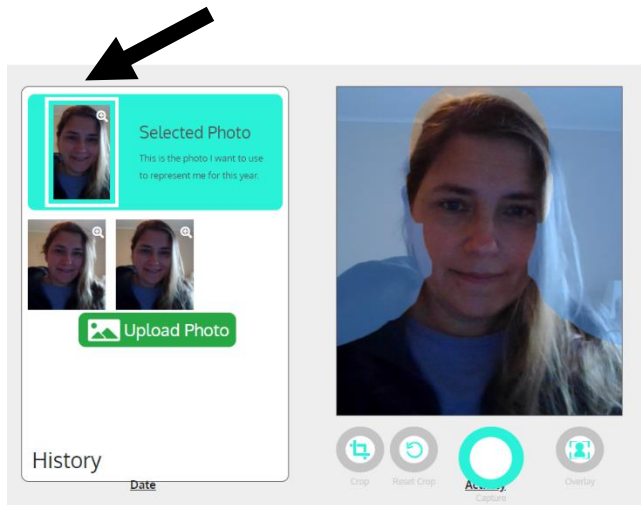
If you are returning, and have previously set up an account, you'll enter the password you set when creating your account as a "Returning User".

Note, if you log in with either Facebook or Google, you must use them to log in every time you enter this website.



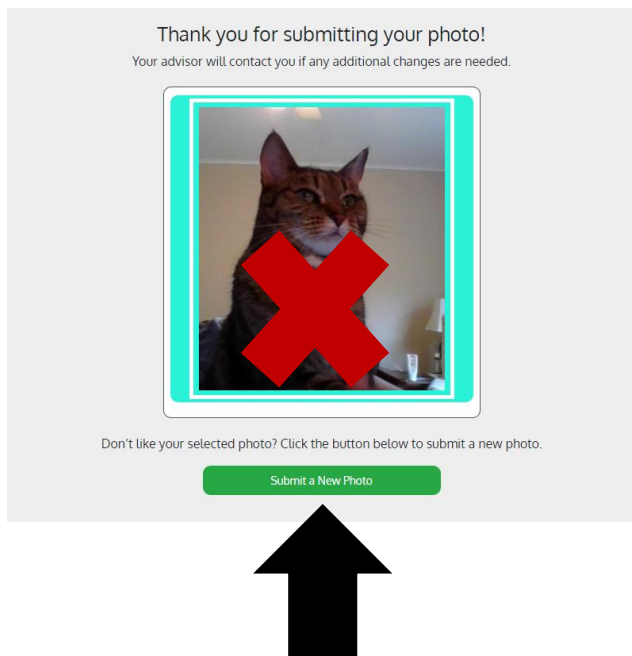
Once you have your account set up, you'll be at the photo screen (see left). From here you can use your computer's camera to take a photo.

To take a photo, click the large circle button under the portrait box. Try to position yourself so your head/shoulders are within the portrait silhouette. You can take as many photos as you'd like!



You will see the photos you have taken on the left side of your screen. **Once you have a photo that you like, be sure it is highlighted in the bright blue box titled “selected photo.”**

To submit this photo, **click on the blue “Submit” button** found on the right side of your screen near the bottom.



If your photo is submitted successfully, you will receive a message at the top of your screen thanking you and the picture you submitted will be shown. If there are any problems with your picture, we will contact you.

If however, you don't like your photo or you made a mistake and realize the submitted photo isn't actually you but is your pet cat, you'll need to click the green button at the bottom labeled “Submit a New Photo” and try again.

Remember that you can take as many photos as you'd like, so don't stress. If your photo seems dark, position yourself near a window or light. And you can always ask a family member to help you.

Still having trouble? Reach out to Jodi Russell, Volunteer Coordinator, at jrrussell@seattleschools.org