

The JE School Directory Has Gone Digital! New this year, the Joshua Eaton school directory is 100% online. *If you would like your contact information to appear in the directory, you must opt in on the school portal.*

To activate your listing and search the directory, please complete the following steps:

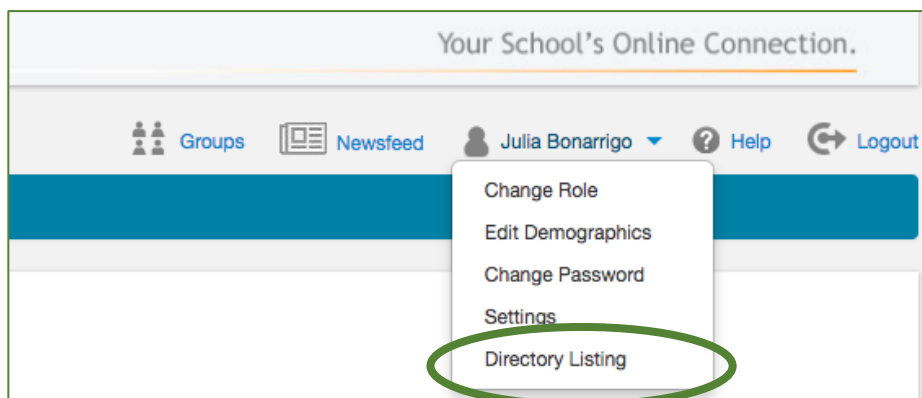
Activate Your Listing:

1. Navigate to the school website: www.reading.k12.ma.us/joshuaeaton/.
2. Click the PLUSPORTALS SIGN IN link at the top right of the website.

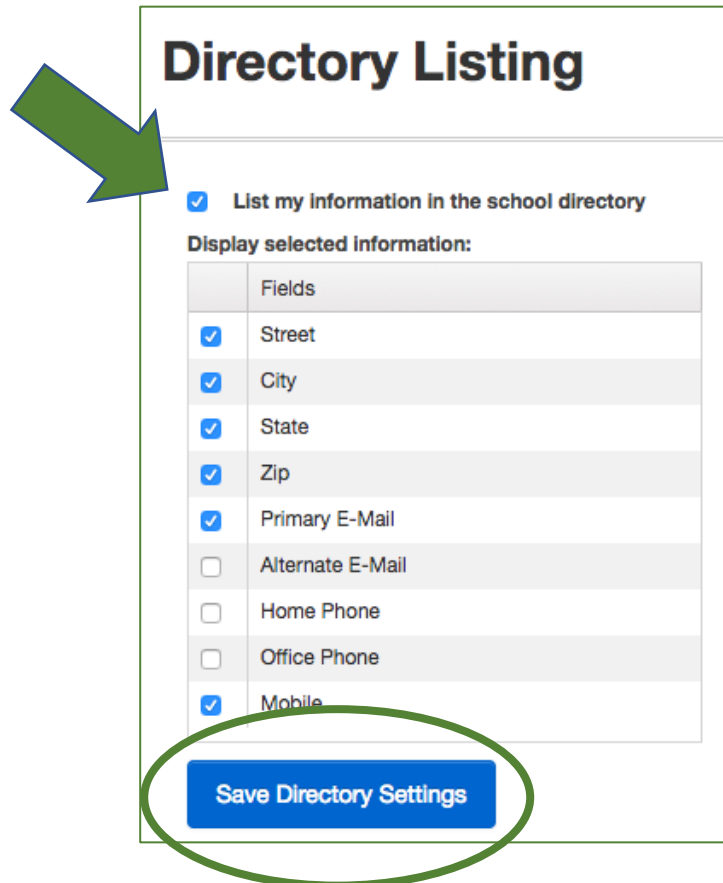


3. Enter your user name (email address) and password.

4. If given the option, select the blue box with your name, not your child(ren)'s name.
5. Click the dropdown menu under your name and select Directory Listing.



6. *To display your contact information in the school directory, check the box next to list my information in the school directory.*
7. Choose the information you want to appear in the directory and click Save Directory Settings.



Directory Listing

List my information in the school directory

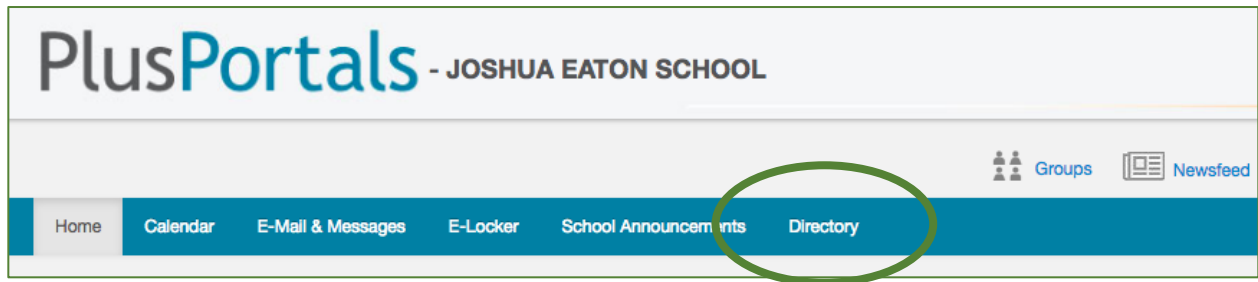
Display selected information:

	Fields
<input checked="" type="checkbox"/>	Street
<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	State
<input checked="" type="checkbox"/>	Zip
<input checked="" type="checkbox"/>	Primary E-Mail
<input type="checkbox"/>	Alternate E-Mail
<input type="checkbox"/>	Home Phone
<input type="checkbox"/>	Office Phone
<input checked="" type="checkbox"/>	Mobile

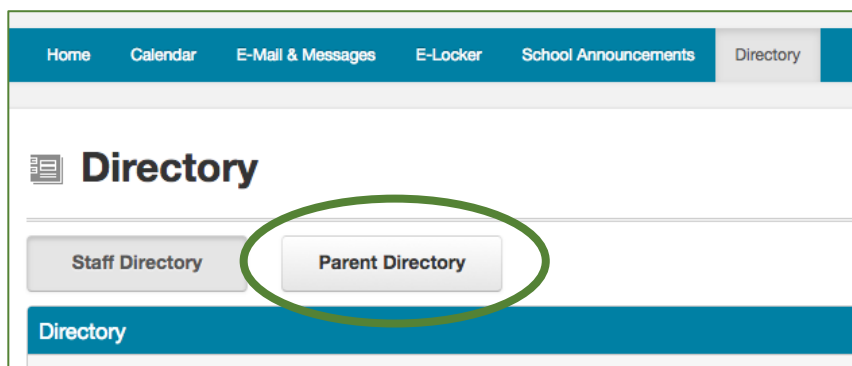
[Save Directory Settings](#)

Search the Directory:

1. Click the Directory link on the main toolbar.



2. Select Parent Directory button.



3. Search the directory by selecting Parent Name, Student's Name, Student's Class or Student's Grade Level.
 - a. Enter the name in the text box and click the Search button.
 - b. Or select a letter of the alphabet to view all entries matching your search criteria.

