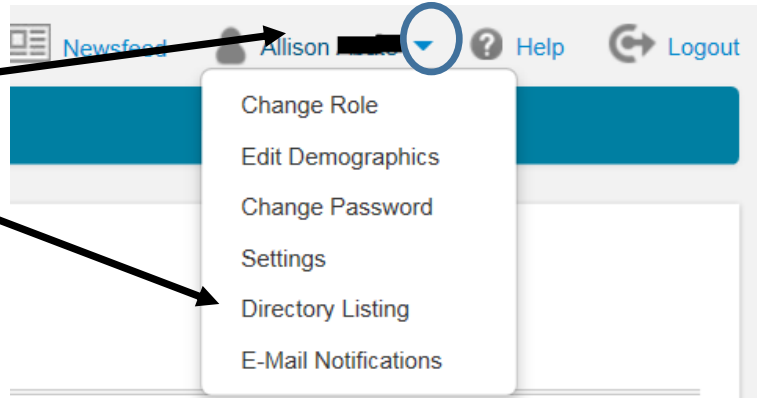


How To Opt In To the Parent Directory

Log into the Portal

Select the Dropdown arrow next to your name and select Directory Listing



Directory Listing

List my information in the school directory

Display selected information:

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

Save Directory Settings

1. Check the box next to List my information in the school directory
2. Check the boxes next to the information you wish to have displayed in the directory.
3. Save Directory Settings

To View the Directory

Select Directory From the Menu Bar.

Choose from Parent Directory or Staff Directory

