

# Online School Directory

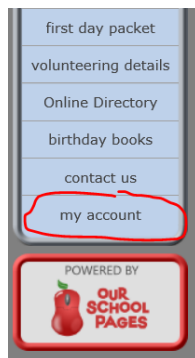
Rosa Parks PTSA has moved to an online school directory using our PTSA website (<https://rosaparksptsa.ourschoolpages.com/directory>). With the online directory information is updated in real-time and as new families move into Rosa Parks their information can be included. Access to the directory is only given to Rosa Parks PTSA Members, and requires a secure login to the website. You choose what information you want shared with people.

Please remember to login to the PTSA website to create/update your child's information. Please also verify your privacy information about your preferences for this information to be shared with other PTSA Members.

This whole exercise should take less than 5 minutes of your time. Thanks!

## **Below are the steps to add/update your directory information.**

1. Go to the PTSA website at [www.rosaparksptsa.org](http://www.rosaparksptsa.org)
2. If you have created an account already , click on "my account" at the bottom of the left hand menu:



3. Update the Parent information:
  - a. Click on the "Edit" icon to the right of your name and update your details
  - b. Select the fields you wish to have included in the Online Directory

Online directory settings: ?	
<input checked="" type="checkbox"/>	Include me
<input checked="" type="checkbox"/>	Include my address
<input checked="" type="checkbox"/>	Include my home phone
<input checked="" type="checkbox"/>	Include my cell phone
<input checked="" type="checkbox"/>	Include my email address

- c. To add another parent click on the "+ new parent " button at the bottom of the table.



### Parents

Delete	Name	Email	Address & Phone	Employer	Edit
	Parent 1 Name	Parent 1 email	Home address and Phone number		
<input type="button" value="+ new parent"/>					

4. Update the student information
  - a. Update the grade and teacher of your children by click on the "Edit" icon on the right of your child's name entry
  - b. Add a sibling by clicking on the "new student" button at the bottom of the table.

### Students

Delete	Name	Grade	Teacher	Edit
	Child 1 name	Child 1 grade		
<input type="button" value="+ new student"/>				