

SCHOOL DIRECTORY INFORMATION

Log on to Family Access

CLICK on "My Account" in upper right corner
Go down the page to School Directory

CLICK "In" the box to add family to school directory

Now go through the information and UNCHECK any boxes of information you don't want displayed in the Family Access Only On-line District-wide School Directory.

(Note: If you use your cell phone as your Primary Family Phone Number, you must also have the 2nd phone or 3rd phone, whichever one is your cell phone, checked for this number to display in the directory. Your phone information is listed at the top of the page.)

When you are done, CLICK "Save" at the top right corner of the page before you exit this page.

Your family is now listed in the School Directory.

ONLY FAMILIES WITH LOG IN RIGHTS TO FAMILY ACCESS CAN SEE THE SCHOOL DIRECTORY INFORMATION

VIEWING FAMILIES LISTED IN THE SCHOOL DIRECTORY

Log on to Family Access

CLICK on School Directory on the left side of page.