



**2014-2015 Holmdel Schools
Student Directory
www.holmdelstudentdirectory.co.nr
Registration period Sept 1-30, 2014**



WHAT IS THE STUDENT DIRECTORY?

The directory is a list of *participating students* in the Holmdel school district. Students are listed alphabetically with grade, address and parent(s) phone and/or e-mail information. Each participating family will receive one printed, spiral bound directory to be delivered to the school of the youngest child registered in the Fall 2014 for **a fee of \$5 per book**.

HOW DO I GET MY CHILDREN INCLUDED IN THE DIRECTORY?

ALL participants MUST register via the website created specifically for the directory, and purchase at least ONE book via this website by paying the \$5 fee (this fee is exclusive and separate from your school's parent group dues).

INSTRUCTIONS:

Step 1: www.holmdelstudentdirectory.co.nr

OR

www.holmdelparents.org  **Student Directory Link**



Step 2: On the home page click on

ALL NEW USERS:

- **Follow step 1 and 2 above**
- Click "Create NEW Holmdel Student Directory account."
- Enter ALL information and SELECT Account type: Parent
- Security Code: hornets
- Note, begin with Family name and registrant info, you will have the chance to add 2nd parent once registered.

COMPLETE YOUR TO DO LIST:

- **My Students:**
Add New student (First, Last Name, Gender, Grade/School, Teacher-HS STUDENTS choose their 1st period teacher)
SAVE students or **ADD** students and continue until all school attending children are listed.
- **My Account Tab/My Info:**
Complete My Profile with Parent 1/Parent 2 information.
Note all information will be included unless you mark to EXCLUDE items at top of page, **click SAVE**
- **For Sale Tab:**
Complete the purchase of at least 1 "2014-2015 Directory" using a Credit Card.

(Note: ALL items must be completed on this list to successfully be included in the directory)

EXISTING USERS:

- **Follow step 1 and 2 above**
- Enter your email address and password that you used to create your account last year (if you forgot your password, please click the forgot password link and it will be emailed to you)

COMPLETE YOUR TO DO LIST:

- **My Students:**
Add/Update Your student info, their grade should have been automatically moved up (HS STUDENTS choose their 1st period teacher)
SAVE students or **ADD** students and continue until all school attending children are updated.
- **My Account Tab/My Info:**
Update your profile with any Parent 1/Parent 2, address or contact info changes. Note all information will be included unless you mark to EXCLUDE items at top of page, **click SAVE**
- **For Sale Tab:**
Complete the purchase of at least 1 "2014-2015 Directory" using a Credit Card.

(Note: ALL items must be completed on this list to successfully be included in the directory)

WHAT IF I HAVE QUESTIONS OR TECHNICAL ISSUES? Please refer to this instruction sheet and follow the steps on the website. If you still need assistance, then proceed to the HELP tab and CONTACT SUPPORT link, or contact the Web Administrators kathrynkatatsis@yahoo.com or susanwgordon@yahoo.com.

The directory is for the sole, private, not-commercial use of our Holmdel school community. It should NOT be used for solicitation.