

# 2017-18 STUDENT DIRECTORY INSTRUCTIONS

| <p style="text-align: center;"><u>NEW REGISTRATIONS</u></p>  | <p style="text-align: center;"><u>FOR EXISTING USERS</u></p>   |
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| <p><b>STEP 1</b> <a href="http://www.HolmdelStudentDirectory.co.nr">www.HolmdelStudentDirectory.co.nr</a></p>  |  |
| <p><b>STEP 2:</b><br/>Click "Create NEW account."<br/>Enter ALL information</p> <p style="text-align: right;">Account type: <b>Parent</b><br/>Code: <b>hornets</b></p>   | <p><b>STEP 2:</b><br/>"LOG-IN" with e-mail address/<br/>password</p> <p style="text-align: right;">(If you forgot your password, Click "forgot password" and it will be emailed to you.)</p> |
| <p><b>Step 3: COMPLETE YOUR DASHBOARD / "TO DO" LIST</b></p> <ul style="list-style-type: none"> <li>• My Students – Add new student/update GRADE/TEACHERS as needed</li> <li>• My Account Tab/My Info – Add or edit as necessary</li> </ul> <p><b>Step 4 : MAKE PURCHASE</b></p> <ul style="list-style-type: none"> <li>• GO TO <b>For Sale Tab</b> <b>YOU MUST MAKE PURCHASE</b> of the Directory Registration (\$0) <b>Add to Cart/CHECK OUT</b> oto complete registration.</li> </ul> |  |
| <p style="text-align: center;"><b>STEP 5:</b><br/><b>ACTIVATE APP from confirmation e-mail</b></p> <p style="text-align: center;"><b>OR</b></p> <p style="text-align: center;">Download "<b>Paperless PTO</b>" from APP Store,<br/>create new account/login and start to USE!</p>  | <p style="text-align: center;"><b>STEP 5:</b><br/><b>OPEN Existing APP from your phone!</b></p>  |

- The Directory lists ONLY **participating Holmdel Schools' families**.
- Access the directory via your smartphone APP or above website
- With COMPLETED REGISTRATION info **includes**: student(s) grade (teacher-up to 6th grade), home address, parent(s) phone and/or e-mail information (optional)

**QUESTIONS OR TECHNICAL ISSUES?** Contact [susanwgordon@yahoo.com](mailto: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.*