

# 2018-19 STUDENT DIRECTORY INSTRUCTIONS

NEW WEBSITE! [www.HolmdelStudentDirectory.com](http://www.HolmdelStudentDirectory.com) NEW WEBSITE!

<p><b><u>NEW REGISTRATIONS</u></b></p> <p><b>STEP 1:</b> Go to website above</p> <p><b>STEP 2:</b> Click "Create NEW account." Enter ALL information</p> <p>Account type: <b>Parent</b> Code: <b>hornets</b></p> <p><b>Step 3: COMPLETE YOUR "TO DO" LIST</b></p> <ul style="list-style-type: none"><li>• My Students</li><li>• My Account Tab/My Info</li></ul>	<p><b><u>FOR EXISTING USERS</u></b></p> <p><b>STEP 1: Go to website above</b></p> <p><b>STEP 2: Click "LOG-IN HERE"</b></p> <p>(If you forgot your password, Click "forgot password" and it will be emailed to you.)</p> <p><b>STEP 3: Update Students and SAVE</b></p>
<p style="text-align: center;"><b>Step 4 : MAKE PURCHASE - FREE!</b></p> <p style="text-align: center;">GO TO <b>For Sale Tab</b></p> <p style="text-align: center;"><b><i>YOU MUST MAKE PURCHASE of the Directory Registration (\$0)</i></b> <b>Add to Cart/CHECK OUT</b></p>	
<p><b>STEP 5:</b></p> <p>Download "<b>PaperlessPTO</b>" from APP Store, login and start to USE!</p>	<p><b>STEP 5: Login to your APP and start to use!</b></p>

- The Directory lists ONLY **participating Holmdel Schools' families.**
- Access the directory via your smartphone APP or website only
- 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.*