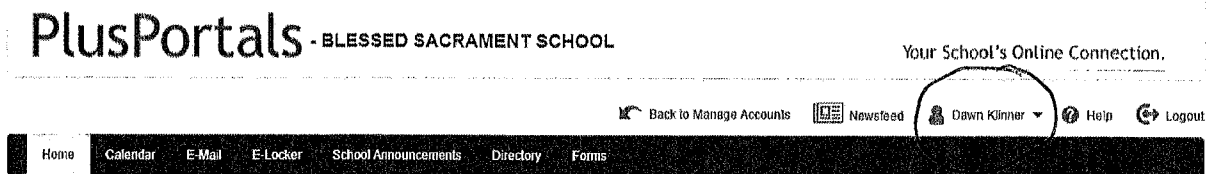


BSS School Directory

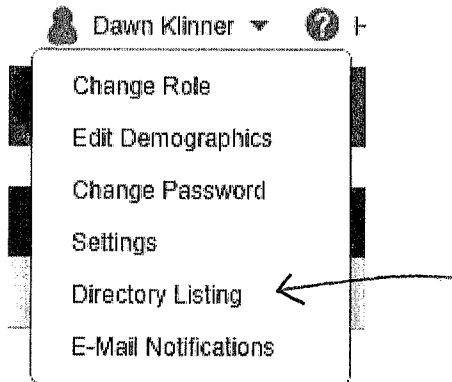
Moving forward, BSS will activate the online staff and parent directories in the Rediker Plus Portals system for easy access to needed contact information instead of a printed school directory. Each parent needs to actively give permission for their contact information to be visible to the Blessed Sacrament community, though, so we would like you to start the process now!

How to Activate Information for the School Directory Online:

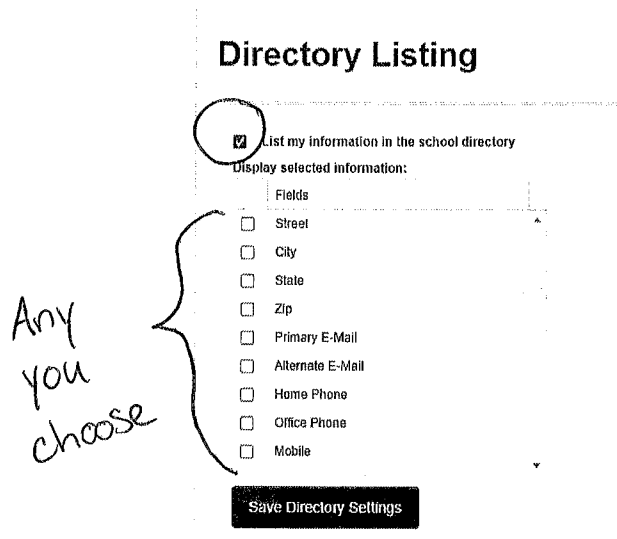
1. Login to your parent Plus Portals account at www.plusportals.com/bssbruins
2. Locate your user name in the top right corner and select the drop-down menu:



3. From the drop-down menu, select "Directory Listing"



4. In the directory listing, parents MUST checkmark at the top for any information to be included in the directory. Then, each parent should select any desired items from the list to be visible in the directory.



How to view the school directory online:

1. Login to your parent Plus Portals account at www.plusportals.com/bssbruins
2. Locate "Directory" from the menu tabs across the top.
3. Select either the Staff Directory or the Parent Directory. Within the parent directory, you may search by parent name, student name, student's class or grade level.

The screenshot shows the PlusPortals website for Blessed Sacrament School. At the top, the logo reads "PlusPortals - BLESSED SACRAMENT SCHOOL" and "Your School's Online". A navigation bar contains links for Home, Calendar, E-Mail, E-Locker, School Announcements, Directory, and Forms. A black arrow points to the "Directory" link. To the right of the navigation bar are links for "Back to Manage Accounts", "Newsfeed", and a user profile for "Dawn Klinner". Below the navigation bar, the "Directory" page is displayed with two tabs: "Staff Directory" and "Parent Directory". A search section includes a text input field with the placeholder "To Search, please enter Name...", "Search" and "Print" buttons, and four radio button options: "Search by Parent Name" (selected), "Search by Student's Name", "Search by Student's Class", and "Search by Student's Grade Level". At the bottom of the search section, there is a "Search by Alphabet:" label followed by a row of buttons for each letter from A to Z, plus an "All" button.