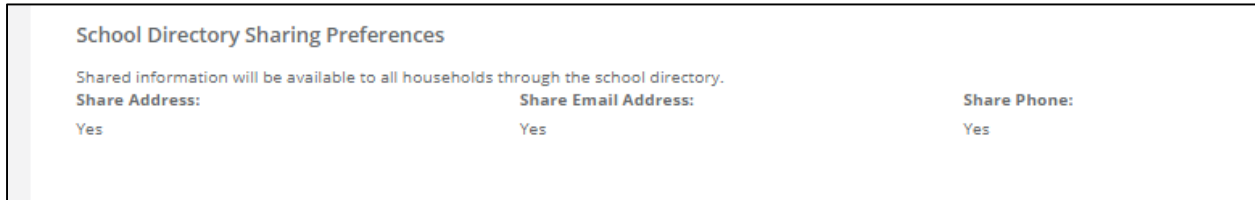


## Sharing Your Contact Information in the School's Family Directory

1. Log in to your Education account
2. Click on "Account" located in the drop-down list next to your name (*upper left of screen*).
3. Click on "Household" tab
4. Scroll down to the bottom of the page where it says "School Directory Sharing Preferences":

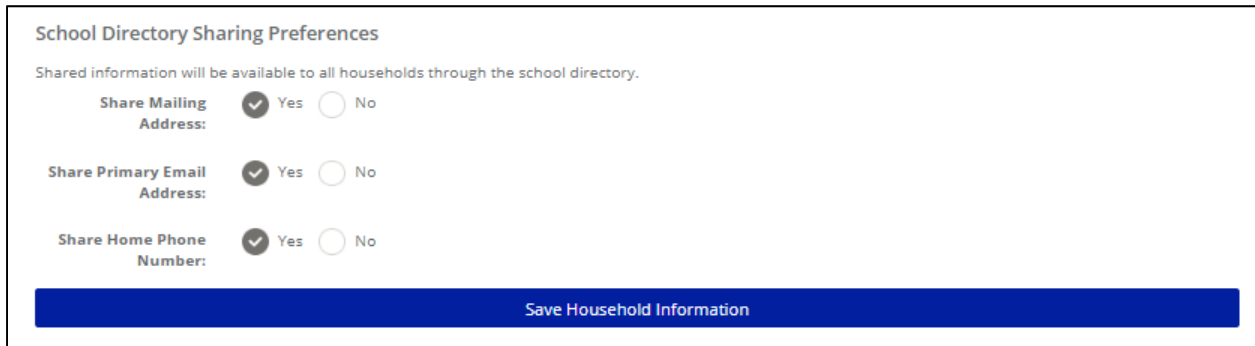


**School Directory Sharing Preferences**

Shared information will be available to all households through the school directory.

<b>Share Address:</b>	<b>Share Email Address:</b>	<b>Share Phone:</b>
Yes	Yes	Yes

5. If you want to change any of your preferences, then check the "Edit" box in the upper right corner to allow you to make those changes.
6. Select "Yes" or "No" for each of the contact methods (*address, email, phone*) for your household.
7. Once completed then click on the blue banner "Save Household Information"



**School Directory Sharing Preferences**

Shared information will be available to all households through the school directory.

<b>Share Mailing Address:</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Share Primary Email Address:</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<b>Share Home Phone Number:</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No

[Save Household Information](#)