Welcome to Directory Spot

What is Directory Spot?

Directory Spot is a, web-based, Saint Albert the Great School directory. It is accessible from the internet at https://www.directoryspot.net/general/login.php/saintalbertthegreat. When you are a part of Directory Spot you can search for SATG student, family, class and teacher information.

Directory Spot is used to communicate many important PTO and fundraising events, updates and other important class or grade information that is not included in formal communications that come from the principal or school office. In addition, many parents use it to connect children for playdates, parties and other events.

Any question can be sent directly to the SATG Directory Spot Administrator, Patricia Zaboura tzaboura@gmail.com.
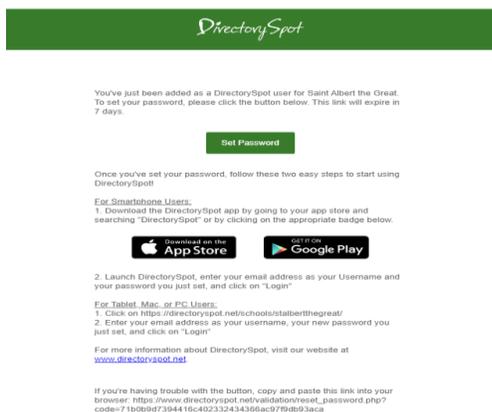
Who Has Access?

Only Saint Albert the Great families, teachers and staff have access to the SATG Directory. Most users can only view or download information. However, some users such as room Moms/Dads, PTO, teachers and staff can request have permission to send school related emails directly out of Directory Spot. Requests for email access can be sent to the SATG Directory Spot Administrator.

How to Get Access:

If a family is already in Directory Spot, they will automatically be added the following school year and usernames and passwords remain the same. If a family is new to SATG, they will be added in September with the information that is provided in Registration Gateway.
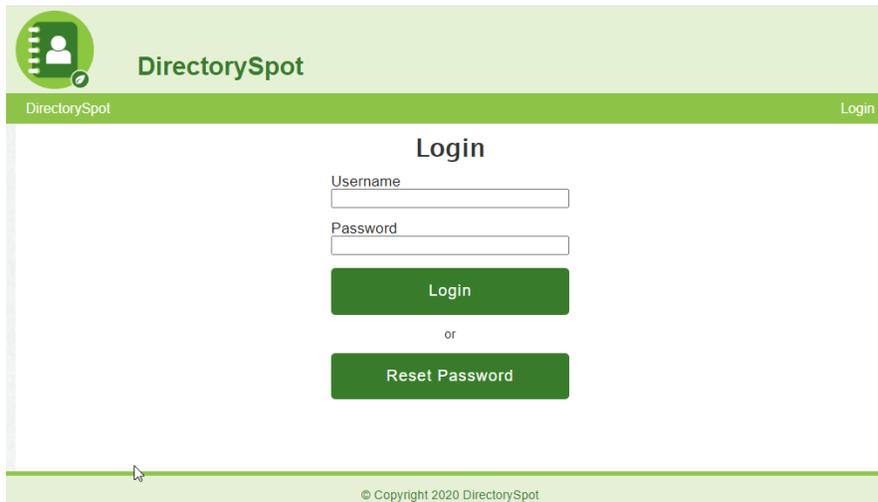
New users will receive an automatic email when they are added to Director Spot prompting them to set a password. Upon first logon, users should review their family directory listing to ensure that all information is correct and up to date.

How to Log In:

Go to: https://www.directoryspot.net/general/login.php/saintalberthegreat

Username: Email Address in Directory Spot

Password: Set at first login

The SATG Directory Spot Administrator does not have access to any passwords. If a password is forgotten, it must be changed using "Reset Password" button on the login page.

How to Find Information:

When logged in, you can select to search by Family, Teacher, Grade or Class. Each search also provides an "Advanced Search" option.
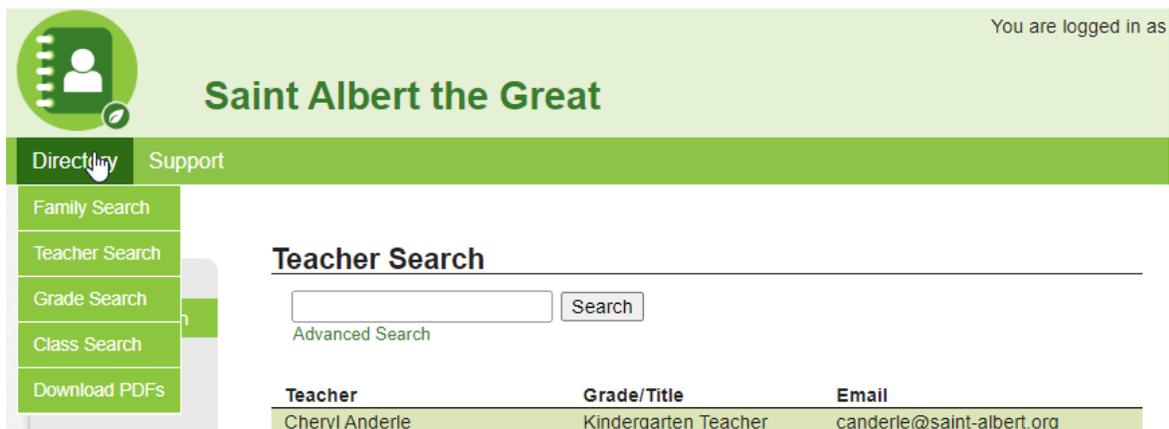
What if I Need to Update My Information?

Information in Directory Spot is based on information provided in Registration Gateway. A request to modify information should be sent to the SATG Directory Spot Administrator.

What if I Want to Add/Change a Guardian?

Each family may have two Guardians listed. If only one Guardian is listed, the listed Guardian may send a request to add a second Guardian via email to the SATG Directory Spot Administrator.

If there are two Guardians currently listed and one needs to be changed or removed or if there is a legal matters regarding who may or may not have access, an email should be sent to Gina Farinelli gfarinelli@saint-albert.org who will reach out to the SATG Directory Spot Administrator.

What if I Do Not Want to Be in Directory Spot?

A family may request to either have certain information removed or be removed entirely from the directory by sending an email to the SATG Directory Spot Administrator. It should be noted that the family will not receive any emails that are sent from Directory Spot for events such as Fall Fest, Mustang Derby, Malley's, St. Pats Fundraiser, Washing DC trip, etc.

What if I am Not Getting Emails?

All families in Directory Spot should expect to receive periodic emails, including an email from the SATG Administrator that Directory Spot has been updated for the school year. If you do not have a login or are not getting emails, please immediately reach out the SATG Directory Sport Administrator.
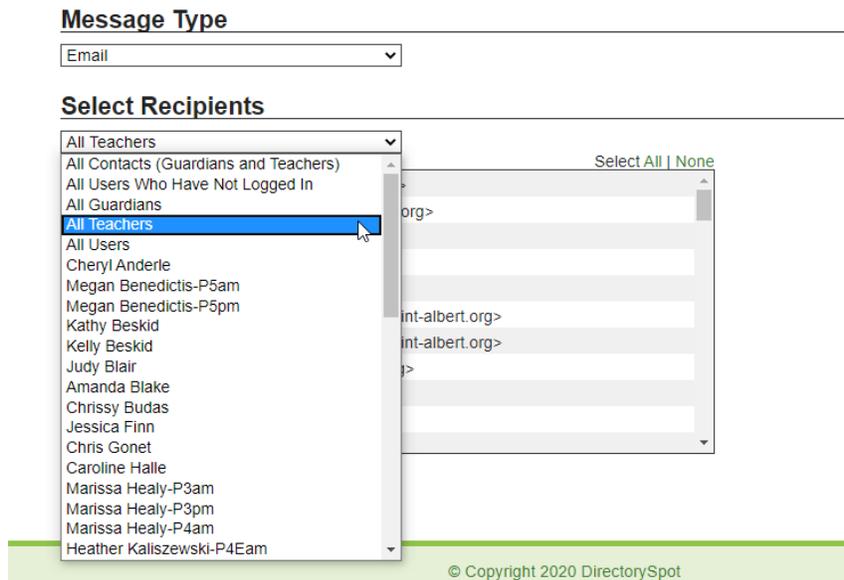
How to Send Emails from Directory Spot

Directory Spot may only be used to send emails that are related to school sanctioned events or to send school related information. Although any member may use the directory information to contact another family, teacher or staff member, non-school related emails must be sent from a personal email account.

A user must be granted email rights by the SATG Administrator. If you have access to send an email you should see "Send Message" in the top toolbar. If you need access but do not see "Send Message" in your toolbar, please contact SATG Administrator, Patricia Zaboura tzaboura@gmail.com.

1. On the web, go to Send Message. Select Email from the top dropdown.
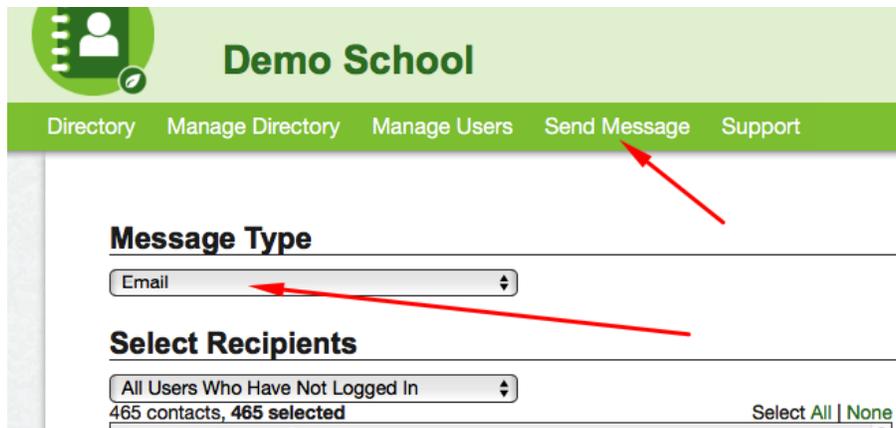
2. There are many options for selecting recipients - All Guardians (parents) and Teachers, All Users Not Logged In, All Guardians (Parents), All Teachers, All Users, a specific class (select the teacher), or a specific grade (select the grade).

3. After you select Recipients, you can remove one of more of the group members from the email.

4. Click "Compose Message."

5. The message will come from your User Name using DirectorySpot.   The email will bcc the recipients so there is no reply all option.   You can edit the "Reply To:" field in case you want any replies to go

to a different email.   You can choose to send yourself a copy in case you are not actually on the recipient list.

6. Enter a subject line and the text of the email.   You can use the text editing bar to add bold, colors, etc.   You cannot add attachments, however you can store documents on a website and then you can add a link to that document.

7. Click "Send Message."

8. Attachments - If you would like to add an attachment to your email, just click the paperclip symbol on the far right. Attachments can be up to 5 MB each.   If larger, then you will get a red warning message.   You can attach several attachments to one email.   Attachments will be saved as long as your directory is active.   If you want to delete an attachment, just click the red X to the right of the attachment.