[place label here with student information and access code]

**IMPORTANT SCHOOL DIRECTORY INFORMATION:**

Dear Parent(s),

In an effort to create an accurate and timely directory, we are using a web based system to allow parents to verify/edit their own directory listings. This system also allows you to access our school directory, join the PTA, sign up for events and more all from your computer, tablet or mobile device!

We ask parents to log in and verify their information is correct by completing the Verification Wizard. *The wizard will only take 5 minutes of your time and ensure your data is accurate and complete.*

Below are instructions on how to log into this secure online software to update your information:

* Log on to <https://atozconnect.com/cls/mycode.php> and enter the access code that is located at the top of this letter. The access code format should look like this sample: 1234-3244MK44. Make sure to enter the entire code.
* You will then be provided either a temporary username or if there is an email in the system, it will use that email as your username. Make sure to write down the user name.
* The next step will ask you to create and verify a new password and then you will be asked to pick your destination and your user.
* Finally, you will be directed to the Verification Wizard. Complete each step and then click **View Directory** at the very end to be directed to the web app! Remember to add your email address to the system so you can receive important information.

If you have any questions or concerns, please email [support@atozdirectories.com](mailto:support@atozdirectories.com).

Thanks!