



Manning Student Directory

The 2017 – 2018 student directory is online and available from your computer, phone, or tablet.

- If you previously have used Directory Spot & setup your account, no action is required, and you can continue to use it as normal.
- If you are new to Manning this year, or have not previously used Directory Spot, you will be receiving an automated email within the next few days that will include a link to register your account.
(please check your Spam folder if you don't see anything after 4-5 days)
- Once you are logged into Directory Spot, you will be able to add, remove, and edit your family information. Please see the other side of this page for steps on how to do this.
- If you're unable to access the directory and would like a printed copy, or have any other issues, please contact directory@manningpto.org





FROM YOUR COMPUTER

- 1.) Go to ***http://www.directoryspot.net***
- 2.) Login with your username & password
- 3.) From the main screen, you can:

| Login | |
|--------------------------------------|---|
| Username | <input type="text" value="family@email.com"/> |
| Password | <input type="password" value="....."/> |
| <input type="button" value="Login"/> | <input type="button" value="Reset Password"/> |

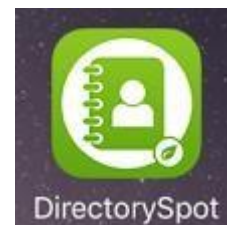
- A. Search by family, teacher, or class
- B. Download & print a hard copy of the directory
- C. Change your password or update your family information

The screenshot shows the main interface of the DirectorySpot website. At the top, there is a green header bar with a user icon on the left, the school name "JT Manning Elementary School" in the center, and a "Logout" button on the right. Below the header, a green navigation bar contains the word "Directory" on the left and a red "C" next to "My Account" on the right. On the left side, there is a sidebar with a red "A" above a menu with "Family Search" (highlighted), "Teacher Search", and "Class Search". The main content area has a "Family Search" heading, a search input field, a "Search" button, and a link to "Advanced Search". On the right side of the main content area, there is a red "B" next to a "Download PDF" button.

- 4.) On your family's record, you can edit any of your information as needed

The screenshot shows the "Family Details" page for the Ramone family. The page has a green header bar with the name "Ramone" and a close button. The main content area is divided into several sections: "Family Details" with fields for Family Name (Ramone), Phone ((630) 867-5309), City (Rockaway Beach), Address (22 Acacia Avenue), State (Illinois), and Zip (60559); "Students" with a list showing "Johnny Ramone - 2nd Grade - Carrier" and links for "Edit/View Details" and "Delete", plus an "Add Student" button; "Guardians" with fields for First Name, Last Name, Phone, and Email for two guardians; and "Notes" with a large text area and "Save" and "Delete Family" buttons at the bottom.

FROM YOUR MOBILE DEVICE



On your smartphone or tablet, simply search for the Directory Spot application, and login with the same username & password as you setup for your computer