

AtoZ Connect Directory Instructions

The AtoZ Connect Directory is a tool provided by the Evans Elementary Home & School Association (“H&SA”) to help you connect with other Evans families. Teachers are not allowed to give out student contact info, so the directory is a great way to contact classmates (think playdates and birthday parties!). To protect your privacy, the H&SA Executive Board is unable to add families to the directory using contact information they provided to the district. Joining the directory is completely optional, so a family’s information will only be included in the directory if they complete the steps below. As an added benefit for joining the directory, parents can opt to receive emails regarding volunteer opportunities offered throughout the year by subscribing to committees of interest. If you have questions or need help accessing the directory, contact Amy Lumpkin, Directory Chairperson, at amy.schondra.lumpkin@gmail.com.

If you joined the directory during the 2018-2019 school year, you should have received an email asking you to verify your information. If you do not complete this step, the information you entered last year will still be accessible to other directory members, but you will NOT be able to access the directory.

Please go to <https://atozconnect.com/login/>

- If you do NOT have an account from last school year:
 - Click on ‘Login/Register’ on the left side under the SCHOOL option
 - Click “Don’t Have an Account? Sign Up Now” at the bottom of the page, and follow the prompts to set up your account
 - A directory admin will receive your request and confirm that you are a current Evans family. Once confirmed, you will receive an email with details telling you how to add information that you would like to include in the directory, such as your child(ren)’s teacher assignment
- If you have an account from a previous school year:
 - Click on ‘Login/Register’ on the left side under the SCHOOL option
 - Enter your login information. If you can not remember your password, utilize the “Forgot Password?” option
 - You will be asked to confirm your account information by clicking “Begin Verification Process.” The site will walk you through verifying household, parent, and student information. If applicable, you can add a second household (as in the case of divorce). Click the “Next” button to complete all portions of the verification process

Families also have the option to join the directory, but keep all personal information such as street address, phone number, and email address hidden from other directory members. You can allow your name(s) to be accessible or opt out of sharing information all together. Directory admins will still be able to view your info, as directory membership is how the H&SA board confirms approval into the Evans only private Facebook Group.

If you are unable to access the internet to complete this process, please contact Amy Lumpkin to receive a paper copy of the student directory form.