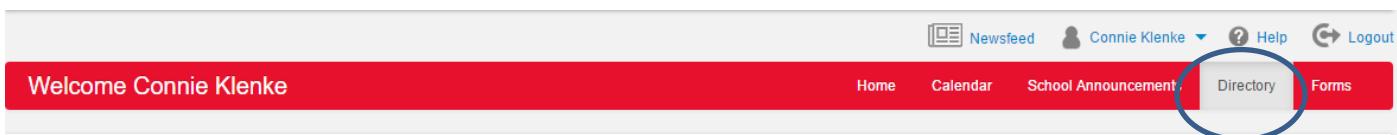


## SCCS 2016-2017 Directory

### How to Access and Use the Online Directory

This year, SCCS is making the school directory available online through Parent Portals. This feature will allow families to access contact information for Staff, Parents and Students online when they login to the SCCS Portal. You can review and update your demographic information yourself online. To learn how, click the link in this email called “How to Update your Listing in the Online Directory.”

When you login to the Portal, there's now a Directory link on your Home page.



When you enter the Directory, it defaults to the Staff Listing. From this page, you can click to Parent or Student:

A screenshot of the SCCS Online Directory. The page title is 'Directory'. Below it are three buttons: 'Staff Directory', 'Parent Directory', and 'Student Directory'. A search bar contains the text 'clark'. To the right of the search bar are 'Search' and 'Print' buttons. Below the search bar is a 'Search by Alphabet' menu with letters A through R. The main content area shows two staff members: Linda Clark and Ryan Clark, each with a photo, name, position, homeroom, and email address.

Position	Homeroom	Email
Teacher - 1st, HR	1C	lclark@saintcecilia.org
Teacher - 6th English/Literature, HR	6C	rclark@saintcecilia.org

In the Parent Directory, you can search by parent info or student info:

Directory

klenke

Search by Parent Name  Search by Student's Name  Search by Student's Class  Se

Search by Alphabet: [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#)

Klenke, Allan

Address: 9238 Elizabeth Rd., Houston, TX, 77055  
Primary Email: allan.klenke@ubs.com  
Home Phone: (713) 461-8159  
Mobile Phone: (281) 802-0709

[View Students](#)

Klenke, Connie

Address: 9238 Elizabeth Rd., Houston, TX, 77055  
Primary Email: connie@paradisusdei.org  
Home Phone: (713) 461-8159  
Mobile Phone: (281) 802-0710

[View Students](#)

And under the Student Directory you can search by name or grade level. Note that the photos will be updated in the system after this year's school photos are taken. Fields shown here will include address, home phone and homeroom.

 **Directory**

[Staff Directory](#) [Parent Directory](#) [Student Directory](#)

Directory

Select a grade level: [GRADE 7](#)

Search by Student's Name  Search by Student's Class  Search by Student's Grade Level

Search by Alphabet: [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#)

Addicks, Elizabeth

 Parent / Guardian: Mr. & Mrs. Billy Addicks  
Address: 13715 Alchester Ln., Houston, TX, 77079  
Home Phone: (713) 465-3914

Ambrose, Emma

 Parent / Guardian: Mr. & Mrs. Billy D. Ambrose  
Address: 1503 Huge Oaks St., Houston, TX, 77055  
Home Phone: (713) 462-2421