Directory Spot Edit Instructions

From your desktop go to the Directory Spot website:

http://www.directoryspot.net/

In the upper right hand corner, click the purple login button.

Enter your username and password-the same one you use for the mobile app.

Choose WINNETKA ELEMENTARY SCHOOLS from the drop down menu to choose the Elementary directory.

On the upper left side, click on the MY ACCOUNT tab. Choose MY PROFILE from the drop down box.

The FAMILY DETAILS box will appear on the screen.

Change any necessary FAMILY DETAILS- such as nicknames, phone number, address, or emails.

IMPORTANT: PLEASE DO NOT remove any (HW/CI/GR) initials from anyone in your family's name. This initial signifier places your child(ren) in the correct classroom, family, and school in the directory.

PLEASE DO NOT edit any STUDENT DETAILS. If your student has any incorrect information in the directory, such as name, or teacher, please email the directory chair for your school, so that the student remains in the correct class.