

## How to Access the Directory Spot App:

**If you were a Directory Spot user last year and your email has stayed the same,** then you don't need to do anything. Just log in (same username and password) and you will see the new data. Please make sure you have updated to the latest version of Directory Spot to see the new features.

**If you were a Directory Spot user last year and your email has changed,** please proceed to step 3 with for iPhone or Android users.

**If you are a NEW user,** you have been set up using the Parent 1 email you used when you registered with District 36 and can download Directory Spot for free from the App Store (iPhone users) or Google Play (Android users), or you can also access the data from the web.

### For Smartphone Users:

1. Download the Directory Spot app by going to your app store and searching "Directory Spot"
2. Launch Directory Spot, enter your email address as your Username, and click on "Reset Password."

An email will be sent to you with a link to set your password.

3. Click on the link in your email to set your password, relaunch the Directory Spot app, and login with your username and password.

### For Tablet, Mac, or PC Users:

1. Go to [directoryspot.net](http://directoryspot.net) and click on "Login" in the upper right hand corner.
2. Enter your email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.
3. Click on the link in your email to set your password and login.

**Note :** if downloading to an iPad, just search for "iPhone apps" and you will find Directory Spot.

### Tech Tricks:

- Make sure to check out all the features, such as...
- Auto dial when you click on a phone number
- Auto launching of maps when you click on an address
- If you hold down the cell phone number, you will get an option to send a text or call the number (iPhone only).
- Directory Spot will even create an email if you click on someone's email address.

If you have any data changes throughout the year or questions, please contact Amy Kay at [amymkay1@yahoo.com](mailto:amymkay1@yahoo.com) and we will update it on the App. Thanks and please let me know if you have any questions!