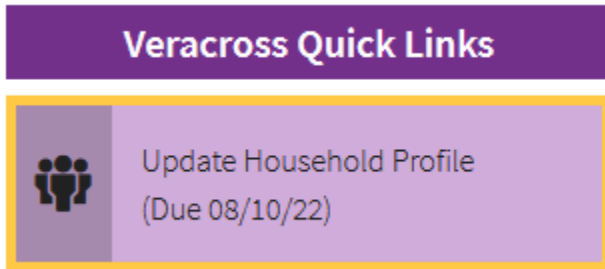


How to check/change your Directory Preferences within Veracross:

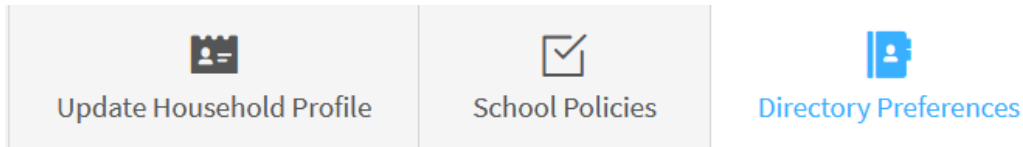
CHCA is now using Veracross to provide directory services to families, faculty and staff. Family information that you choose to display is shared with our community including current families, students, faculty and staff.

Directory preferences default to be fully visible in their display and are editable at any time. If you want to make any change to your directory preferences, here are some helpful steps:

1. Login to your Veracross Parent Portal: <https://www.chca-oh.org/my-all-school/veracross>.
2. Under “Veracross Quick Links”, click “Update Household Profile (Due 08/10/22)”.



3. In the top right corner, select “Directory Preferences”



4. Once you are in this window you will be able to check and display your directory preferences. **All changes to your directory preferences will be reflected overnight.**

	Student Directories	Household Directories	Faculty/Staff Directories
	<input type="checkbox"/> Visible	<input type="checkbox"/> Visible	<input type="checkbox"/> Visible
Household			
Home Address	<input type="text" value="Show Full Address"/>	<input type="text" value="Show Full Address"/>	N/A
Home Phone	<input type="text" value="Allow Display"/>	<input type="text" value="Allow Display"/>	N/A
Parent 1 Name	N/A	N/A	<input type="text" value="Allow Display"/>
Photo	N/A	N/A	<input type="text" value="Allow Display"/>
Email	<input type="text" value="Allow Display"/>	<input type="text" value="Allow Display"/>	<input type="text" value="Allow Display"/>
Email 2	NOT DISPLAYED	NOT DISPLAYED	NOT DISPLAYED
Mobile Phone	<input type="text" value="Allow Display"/>	<input type="text" value="Allow Display"/>	N/A
Work Phone	NOT DISPLAYED	NOT DISPLAYED	<input type="text" value="Allow Display"/>