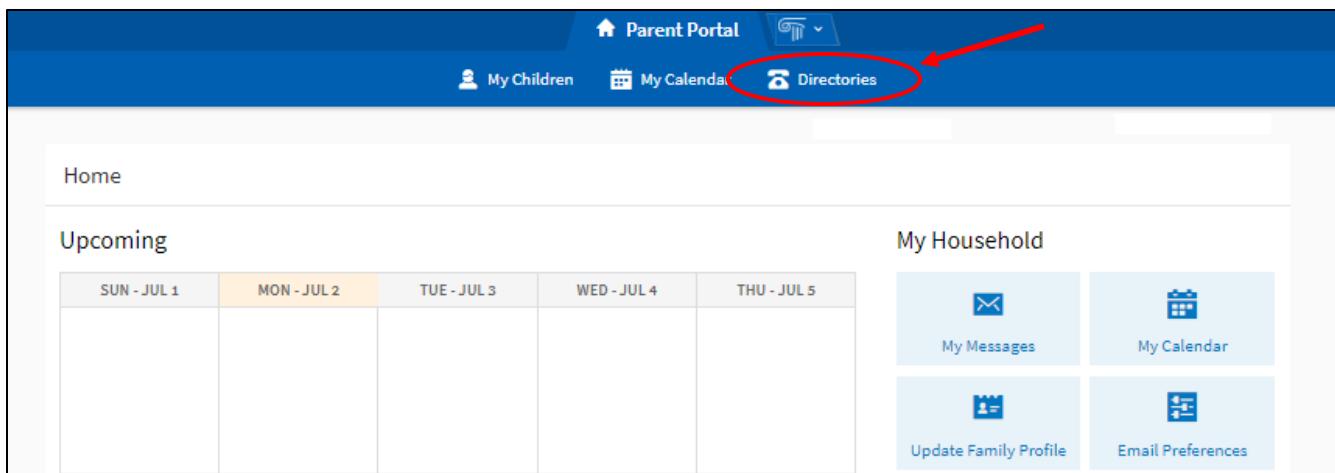


VERACROSS DIRECTORY & UPDATING FAMILY CONTACT INFORMATION

Using the Veracross Directory

- Log in to the Veracross Parent Portal by [clicking here](#).
 - a. If you have trouble logging in, please email the Technology Help Desk as helpdesk@seaprep.org.
- From the Home page, click the Directory icon:



- Within the Directory, there are many ways to search:

a. Search for a specific student by name.

b. Search for students in a specific grade level.

c. Search for families by going to Households. This includes families in your area.

d. Search for Faculty & Staff.

- a. Search for a specific student by entering all or part of their name into the search bar.
- b. Search for students in a specific grade level. You can also search for individual students within the grade level.
- c. Search for families in your area by going to Households.
 - i. You can search for specific households via the search bar.
 - ii. You can also see nearby student households (within 10 miles) of your household.
- d. Search specifically for Faculty & Staff.

Updating Family Contact Information

- To update your information in the Directory, click on the “Updated Family Profile” button under the My Household section on the Parent Portal homepage.
 - You can update any information about your student(s) and other family information by clicking on the category of information you would like to review / update (in **light blue** type).
 - By clicking in a category, a card of current information will display. Click on the blue “**edit**” button to add/update your information and save any changes. To finish, click on the category title again to close the contact card.
- If you do not see your family information listed in the Directory and you wish to display it, please check to make sure Directory Preferences are correct by clicking on the *Directory Preferences* button along the top.
 - You can select to have the information visible or hidden in the Student Directories as well as the Household Directories by toggling the Visible/Hidden button for each type of directory.
 - You can also select specific information (such as address, phone number, email address, etc.) to be visible or hidden below each type of directory.
 - Please be sure there is contact information for at least one parent/guardian.
 - It may take up to 24 hours for the updated information to display in the directories.