Updated August 2024

Burleigh Elementary School PTO Family Directory

Instructions

NEW FAMILIES

Student Directory Registration

Families who believe they are already in the directory may proceed to STEP 3.

1. Visit https://www.runpto.com/pto/login?schoolid=burleigh53005&app=Student&hash=38b3eff8baf56627478ec76a704e9b52

2. Enter all of your information into the submission form, then Click the "+ SUBMIT" button.
   Required Fields: Parent 1 Name and Email, Student First Name, Last Name and Grade Level

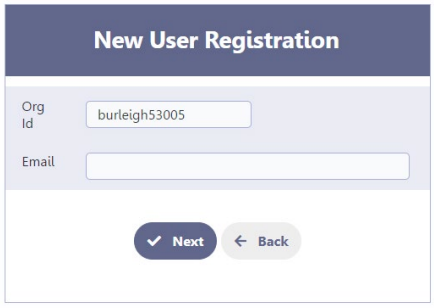
   A Burleigh PTO admin will review your entry and once it is approved, you can proceed to the next step. This is a manual process, so your patience is appreciated.

RETURNING FAMILIES

New User Registration

1. Visit https://www.runpto.com/pto/control_register/

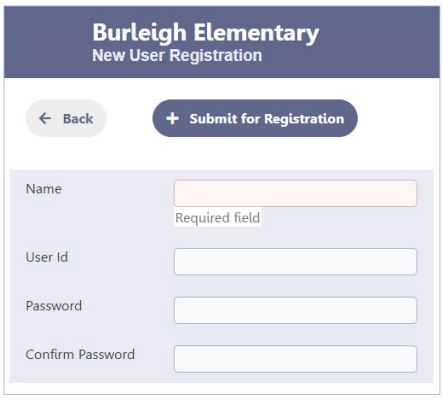
2. Complete New User Registration, using **burleigh53005** as the Org ID and an email that you included in last year's directory. Click next.

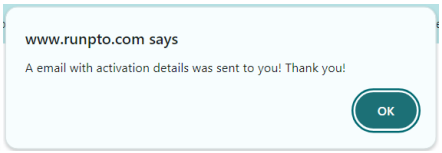


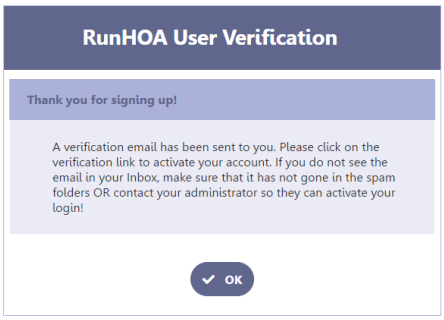
Burleigh Elementary School PTO Family Directory

Instructions

3. If your email exists in the directory, you will then see this screen. Enter your name and create a User ID and password to access RunPTO. All fields are required. After you click "Submit for Registration," you will receive an activation email.

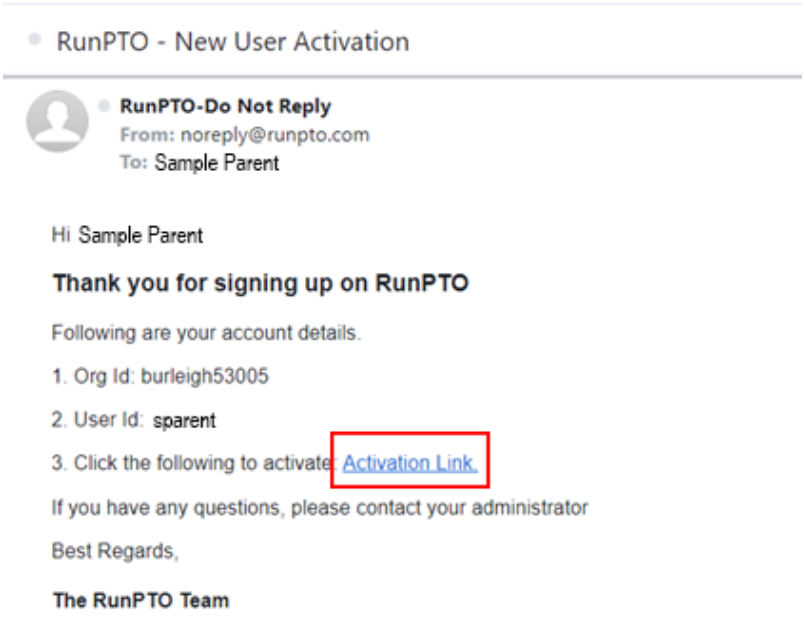




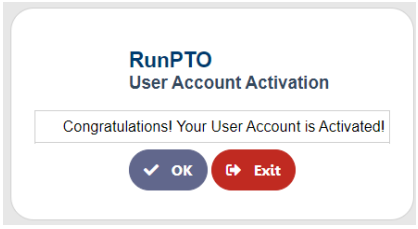


NOTE: If you receive an error message stating "You do not have a record in the Directory yet!", please start at Step 1 -- New Families – Student Directory Registration instructions above.

4. Check your email and click on the activation link. This may have gone to your SPAM folder.



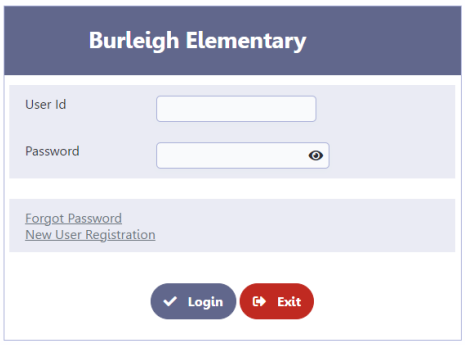
You'll then be directed to the website and should see this message. Click OK.



Burleigh Elementary School PTO Family Directory

Instructions

5. You can then login at https://www.runpto.com/pto/login/?schoolid=burleigh53005, which should automatically pop up when you click OK in the previous step. Login with the User ID and Password you just created.



6. You can now access the directory! Click on the Directory link and then "Student" to view all of the family information currently in the directory.

IMPORTANT: Your first time logging in, please go to the "Student Data Changes" option to add teacher information and update any existing data in the directory.

