



How To Update Your Family's Information in the Angier Directory on Membership Toolkit

Go to <https://angierpto.membershiptoolkit.com/> and click on the Register/Login button.

If you do not have an account, you will be prompted to create one. If you received a welcome email, please use the email address that the welcome email was sent to, in order to avoid duplicate entries. Your email address should match the one you use in Aspen. If you already have an account with Membership Toolkit for another school, you can use the same account. You will need to verify your email address via a link sent to your email to finalize the account creation process.

If you already have an account, or once you have created an account, please login (again using the email address that this email was sent to) and click on "My Account" in the Navigation.

1. Complete/Update the Parent/Family and Student Information.
2. Complete the Directory/Publish Preferences which allow you to determine what, if any information is published about your child/ family.

Once the Primary Account is set up, the Primary User can "invite" other email addresses to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

If you have a 2 household family, each household can have a separate account. Please note that this will mean that the child(ren) in that household will be listed twice in the family portion of the directory.

Once these forms are complete, the directory team will perform a verification step and then you will receive access to the online directory. The online version is secure and can only be accessed by authorized members of the Angier community.

Questions? - Please don't hesitate to contact us at angierdirectory@gmail.com

Please note: The Angier Directory is published by the PTO for the convenience of our families and faculty, and access is restricted to families of current students only. It is NOT an official school publication. Please do not include confidential information in the "Comments to Share with the School" section, since these comments are read by PTO volunteers. If your contact details have changed, please also inform the school office and update your address and contact information in the Newton Public Schools [Aspen Family Portal](#).