

## Middlesex Middle School Directory Instructions

**The 2025-2026 MMS Directory is ready for YOU and is one of our biggest FUNDRAISERS!  
Please help!**

Our School Directory will remain available exclusively ONLINE! With the purchase of online access you will also receive access to a comprehensive staff directory. Access the directory anytime, anywhere, from any device!

We are providing three simple sets of instructions, so first find the category that fits you, and follow the few easy steps to successful directory access for all your needs!

### **Returning 7<sup>th</sup> or 8<sup>th</sup> grader at MMS?**

If you have a returning child at Middlesex Middle School, then you can simply click the website below, login, and skip to STEP 7 below to VERIFY your account and PURCHASE a directory.

### **Incoming 6<sup>th</sup> grader at MMS from a Darien Elementary School?**

If you were in the elementary directory last year, your contact information has been migrated into the MMS AtoZ database, however, in order to connect and access it, you will need to CLICK the link below and complete steps 1-12 to REGISTER AS A NEW USER, then VERIFY your account and PURCHASE a directory.

### **Brand new student at MMS for any grade?**

Welcome! The MMS Directory is organized through the Middlesex Parents Association (not the school system) since we do not have access to each other's contact information without it! It is optional to join, but it provides a wealth of information at your fingertips!

Please complete the steps below to be included in the 2024-2025 MMS Directory:

1. Go to: [www.middlesexpa.membershiptoolkit.com](http://www.middlesexpa.membershiptoolkit.com)
2. Click "Register/Login" (If you have an account and password, skip to STEP 7)
3. Click "Create Account" under NEW USER
4. Fill out the form and click "Verify My Email"
5. Find the email, and click the link to "Verify My Email"
6. Enter password and click "Create Account"
7. Under "Parent and Student Information" click "Your Family Information"
8. Add, update and/or verify your family information.
  - a. Update child's graduation year (6th=2031; 7th=2030; 8th=2029) and **TEAM** color.
  - b. If you want to add a second parent, you can do so here.
  - c. If you are new to the school, add your child(ren) here.
  - d. If your child has a nickname add it next to their name in addition to the nickname box so that their name comes up if others search by their nickname only.
9. Click "Yes" to "Do you want your information published in the directory?"
10. Click "Save."
11. THANK YOU FOR MAKING IT THIS FAR, BUT PLEASE DON'T SKIP THE LAST STEP!!
12. Click "**Purchase Directory Here**"
13. DOWNLOAD THE MEMBERSHIP TOOLKIT APP from Google Play or App Store

14. Questions? Please email [MMSDirectory20@gmail.com](mailto:MMSDirectory20@gmail.com). Thank you so much for your support!