

Modify Parent Directory Preferences

1. Click Directory Preferences

The screenshot shows a user interface with a 'Home' header. Below the header is an orange banner with a checkmark icon and the text 'Click here to review school policies' and 'Privacy policy and emergency medical treatment authorisation'. To the right is a 'My Household' menu with several red buttons: 'School Policies', 'Medical Profile', 'Family Profile', 'Directory Preferences' (circled in yellow), 'Attendance', and 'FAQ'. Below the banner is an 'Upcoming' section with a table of dates from Monday to Friday. At the bottom left is a 'My Children' section.

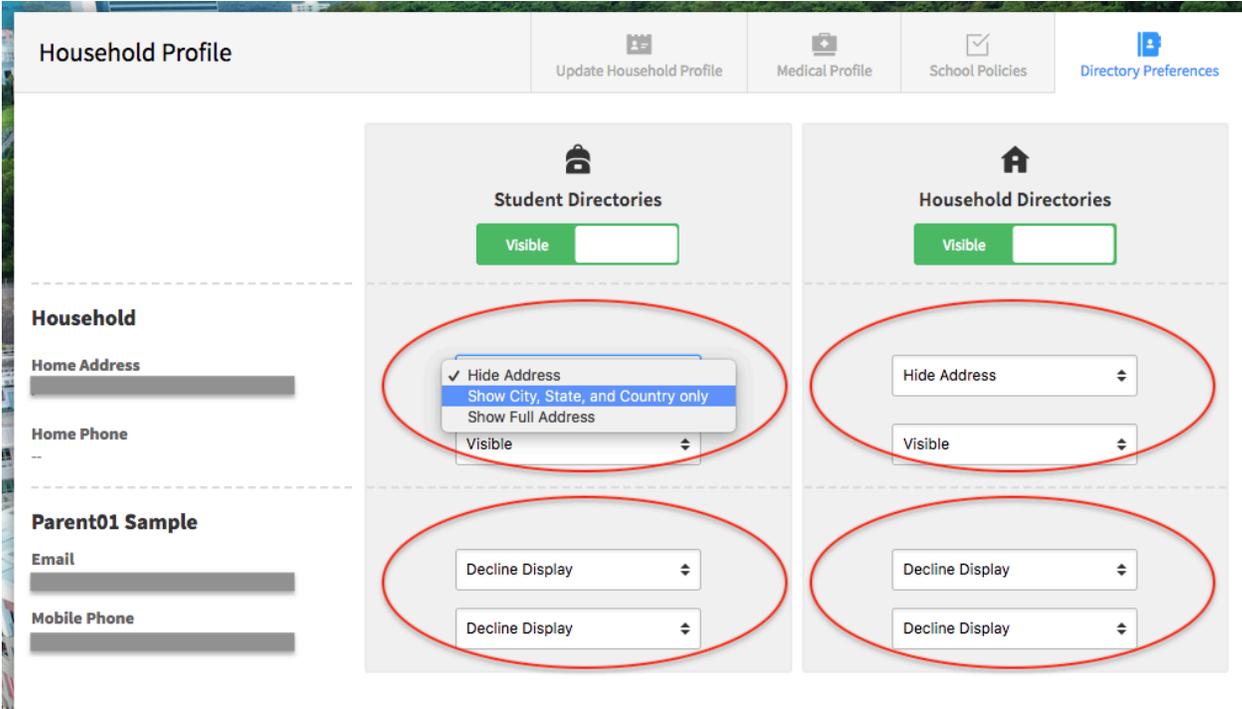
MON - OCT 8	TUE - OCT 9	WED - OCT 10	THU - OCT 11	FRI - OCT 12

2. There are switches for “Student Directories” and “Household Directories”

The screenshot shows the 'Household Profile' page. At the top right are navigation links: 'Update Household Profile', 'Medical Profile', 'School Policies', and 'Directory Preferences'. The main content is divided into two columns: 'Student Directories' and 'Household Directories'. Each column has a red circle around its title and a 'Hidden' switch. Below these are sections for 'Household' (Home Address, Home Phone) and 'Parent01 Sample' (Email, Mobile Phone), each with a 'Hide Address' or 'Decline Display' button.

Household	Student Directories	Household Directories
Home Address	Hide Address	Hide Address
Home Phone	Visible	Visible
Parent01 Sample		
Email	Decline Display	Decline Display
Mobile Phone	Decline Display	Decline Display

3. If the preference has been changed to “Visible”, parents can select which contact type should be visible by other users.



Note: both student and parent can access to “Student Directories” and “Household Directories”. Therefore, if the preference is set to “Visible”, other students and parents can see the information on the directories.