

## **JOIN YOUR CLASSROOM (EVEN IF YOU ARE ALREADY ON KONSTELLA)**

*From a computer:*

- 1) Sign in to Konstella at <https://www.konstella.com/signin.html>
- 2) On the top left, choose the dropdown arrow next to your name, and choose Your Children
- 3) At the bottom of that screen, it says Classroom; choose your child's current classroom, then hit the orange Save button

*From the Konstella App:*

- 1) Click the Settings Gear icon at the top left
- 2) Choose Your Children
- 3) Your child should be listed, click on their name; at the bottom of that screen, it says Please select your classroom
- 4) Choose your child's classroom

## **JOIN KONSTELLA (IF YOU HAVEN'T SIGNED UP BEFORE)**

- 1) Go to <https://www.konstella.com/cd/AGujbk> to join the Otis Konstella Portal
- 2) Join your child's classroom to keep up with classroom activities.
- 3) Join the Social Groups and Committees
- 4) Sync the Konstella Calendar to your digital calendar
- 5) Download the Konstella App onto your smart phone
- 6) Adjust your Account Settings to set your privacy and email preferences

## **Konstella Questions?**

Contact Konstella Admin at [FrankOtisPTA@gmail.com](mailto:FrankOtisPTA@gmail.com).