## How to use the Parent Directory on My School Portal

(This below is shown on a desktop, it may be slightly different in layout on a mobile but the same features are there)

1 Log in to MSP (<u>https://pilgrimsschool.myschoolportal.co.uk</u>) Use *Forgot my password* if you need to reset.

P Å Ö  $\square$ 8 9 Home My Children School Information Pre-Prep After School Clubs, Supper Club, Breakfast Club Newsletter links Select pupils to view their details: Q Attendance Timetable Today Search pupils.. C Attendance for the current academic yea () 100% Present ഷ്ട്ര 瓷 No timetable information yet. Sorry, nothing to show here at the moment, please check back soon! **1** 👸 🚺 this term Show De Key School Contacts and Polilcies My details this term Attendance nic House: Monks Timetable Academic Reports - pdf Parent Directory Leave Request Teaching Groups Senior Schools (Exit choice) form ow Ups

2 Go to the My Children tab and select the Parent Directory from the folders.

3 Regardless of whether or not you are opted in, you will see the contact details for all parents who have.

There is a tab for those in the same year as your son, and one for those in the same form.

4 To opt in: click on *Edit my Details*. Until you do this, you are automatically opted out.

Parent Directory <sup>()</sup>		Search Guardians., Q. Fe	lit My Details
All Guardians Same Year as Alex Same Form as Alex		A	
991 14	1 2 3 4 5 6	-	DH DDH

5 You will see this screen and you need to click/toggle to opt in:

ome My Children School Information Pre	•Prep After School Clubs, Supper Club, Breakfast Club Newsletter links. Boarding Library Music Sport Bookings New Parents J.	vining PPA •••						
Key School Contacts and Poliicies Attendance	ି My details							
Timetable	Please note that emergency details require a 3rd party name and contact details. We already hold parent information and parents will							
Academic Reports - pdf	contacted in the first instance.							
Parent Directory								
Leave Request								
Teaching Groups	2 Account Settings							
Senior Schools (Exit choice) form								
Show Ups	Preferred Name Mrs A Slater	[]] Edit						
Show Downs	Email ASlater@pilgrims-school.co.uk	🕼 Edit						
Ad hoc absence requests	Parcenned	172 Edit						
CAT Test reports	. Costribution 022/2002							
Lateral Flow Test result logging	MFA Multi-factor Authentication (MFA) is disabled	🖾 Edit						
My details	Show tutorials for pages I haven't							
My son's day	visited before?	L2 Edit						
	Alcoa	ĝ info						
	<b>2</b> Personal Details							
	My Details My Pupils Parent Directory Sharing							
	Opt in to the parent directory? This will share customizable contact details with other parents at the school.							

6 You see this screen where you are then able to choose which details are displayed to other parents.

	upils Parent Directory	Sharing				
Edit your pare	nt directory contact deta	ils:				
'ou may change the	contact details shown in the pare	ent directory here. Howeve	r, this will not cha	nge the contac	t details held by the school, as those details need to be changed using	the "My
letails" tab.						
lame *						
hown to other gua	rdians					
otails To Show	*					
hone Number				Mobile Num	ber	
Do not show	to other guardians			Do no	t show to other guardians	
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Email Address			Home Address			
Do not show	to other guardians			Do no	t show to other guardians	

7 Once opted in, other parents are able to see your contact details.