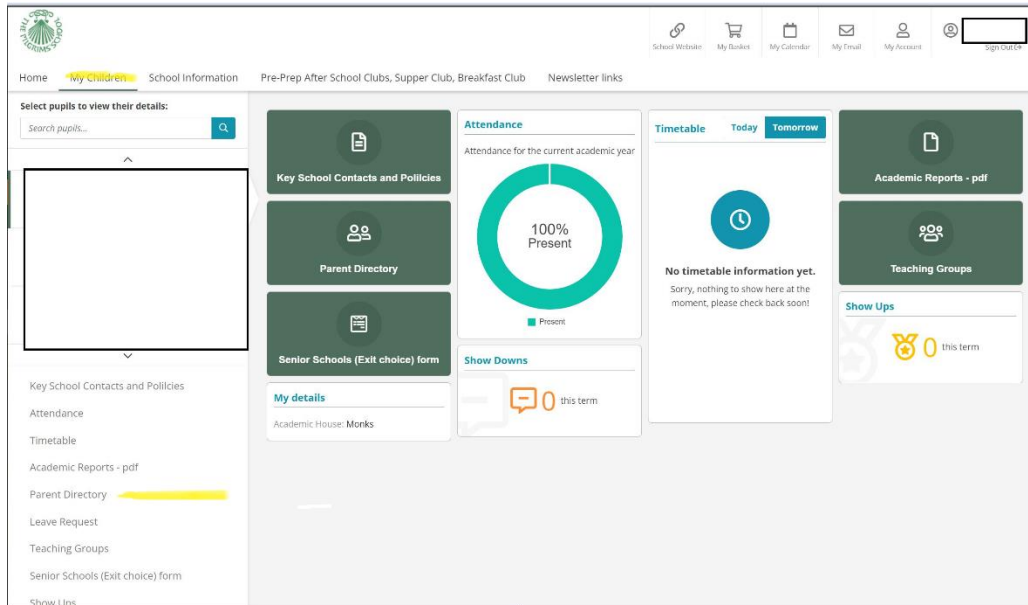# How to use the Parent Directory on My School Portal
(This below is shown on a desktop, it may be slightly different in layout on a mobile but the same features are there)

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

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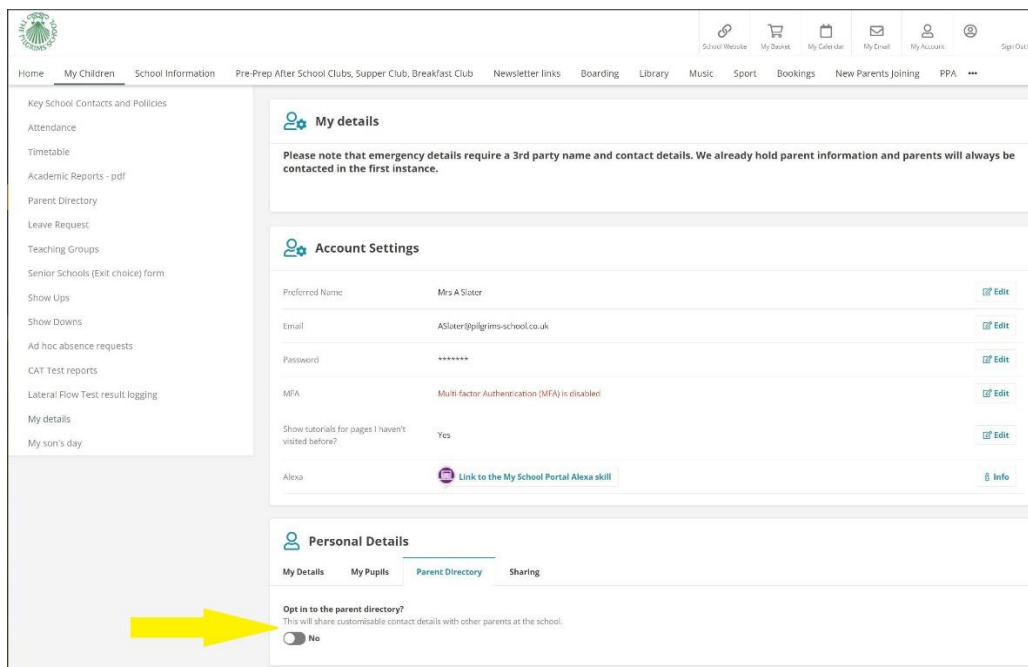

3 Regardless of whether or not you are opted in, you will see the contact details for all parents who have.
There is a tab for those in the same year as your son, and one for those in the same form.

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

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

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

Personal Details

My Details   My Pupils   **Parent Directory**   Sharing

**Edit your parent directory contact details:**

You may change the contact details shown in the parent directory here. However, this will not change the contact details held by the school, as those details need to be changed using the "My Details" tab.

Name *
Shown to other guardians

Details To Show *

Phone Number	Mobile Number
Do not show to other guardians	Do not show to other guardians

Email Address	Home Address
Do not show to other guardians	Do not show to other guardians

Who Should See You? *

All users who are guardians of pupils at the school	Only users who are guardians of pupils in the same year as selected pupils

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