

# HEREFORD MIDDLE DIRECTORY - IMPORTANT NOTICE

Dear Parent(s) / Guardian(s),

In the past, we have used a couple of different methods to collect information for all the families in the school. **This year we will be collecting this information online through a secure website.** It is important that you keep this information updated since the Hereford Middle parent coordinator, HMS PTA uses this information to send school wide emails, populate school directories, as well as address mailed notices.

## INSTRUCTIONS TO ACCESS & UPDATE YOUR CONTACT INFORMATION

You will each have your own personal username and password for access. Once logged in, you will have the ability to view and update your household information and search for other parents/students' contact information from a computer or mobile device as well as see various other information as it pertains to the Hereford Middle and the PTA.

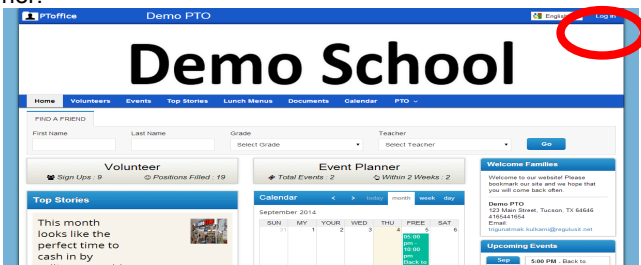
**PLEASE NOTE:** For security purposes, each household will need to update their own information. Members of the same household will be able to modify each other's information, but not that of a different household.

**YOU MUST UPDATE YOUR INFORMATION THROUGH THIS WEBSITE OR INCORRECT INFORMATION WILL BE PUBLISHED IN THE SCHOOL DIRECTORY. OUR GOAL IS TO UPDATE THE DIRECTORY BY OCTOBER 31,2015.**

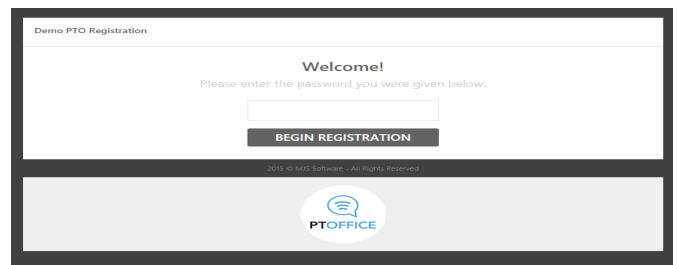
To update your contact information, you will need to register with the site and setup your username and password.

**STEP 1:** Go to this website: [http://ptoffice.mjssoftware.com/MyWebsite/Hereford\\_Middle\\_School\\_MD](http://ptoffice.mjssoftware.com/MyWebsite/Hereford_Middle_School_MD)

**STEP 2:** Click where it says, "Login" in the upper right hand corner.



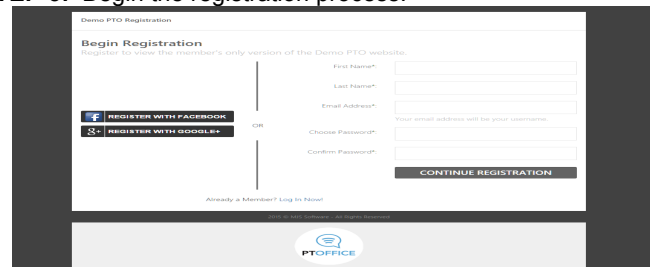
**STEP 4:** Provide the requested password.



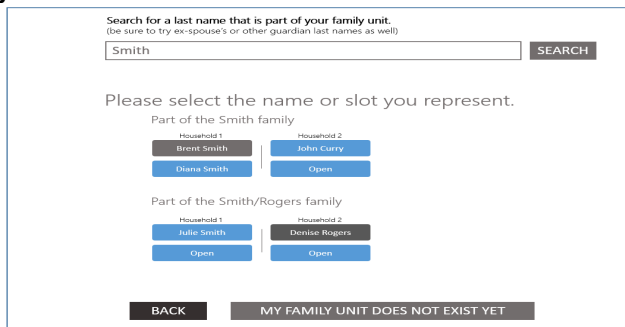
**STEP 3:** Select the "New member? Register Now!" link.



**STEP 5:** Begin the registration process.



**STEP 6:** The system will now search for the entered last name. This may take a minute. If Family Last Name is found, click on your name or select the correct "open slot" to place yourself. Click Next.



**STEP 7:** Review your information to complete the final registration screens.

**STEP 8:** You are now registered.

**STEP 9:** Login and review your profile information. **BE SURE TO DOUBLE CHECK ALL VISIBILITY SETTINGS – FOR BOTH YOURSELF AND YOUR CHILD.**

If you have any issues registering or have any questions, please send an email to [herefordmiddlePTA@gmail.com](mailto:herefordmiddlePTA@gmail.com).

Thank you.

HEREFORD MIDDLE SCHOOL PTA