

## Online Directory

BVESA's online directory is called **Classroom Parent** and can be access at <https://bves.classroomparent.com> Below you will find information on how to set up your account, review your information, and adjust your privacy setting.

### Benefits of Classroom Parent

1. Because it is web based you access the directory wherever and whenever you have access to the internet.
2. It allows you to easily and accurately maintain your own address, phone numbers, and email addresses so BVESA, staff, and your fellow parents have up-to-date contact information.
3. You have the option to choose to reveal only as much information as you want other parents to see while allowing administrators to view all
4. You can search the entire directory using first, last, or partial names making it easy to find the desired person, even if you only know a portion of their name

### What do I need to do to create an account on Classroom Parent

1. Your contact information, including email address, must already be in Classroom Parent and associated with a student that is currently enrolled in your school.
2. You need to register as a user. Go to <https://bves.classroomparent.com> and select "Register" in the upper right corner to go to the sign up form.
3. On the signup form, you will enter a login name and password of your choosing, along with your email address (must match what is already in the directory for you).
4. If you need a new email added to access the system please email Julie Williams [julieandpeterwilliams@gmail.com](mailto:julieandpeterwilliams@gmail.com)

### If you already have an account

1. Go to "Login" on the upper right corner
2. Enter your email and password
3. If you have forgotten your password select "Forgot Password?" to reset

### Review and update your information

4. You are only allowed permission to edit you own information
5. Search for your student either under "Classes" or in the "Search" bar
6. Select the parent you want to edit and update their information
7. On the student page under "Groups" bus information is displayed

### How do I change my privacy settings

1. Once you have set up an account in Classroom Parent, search for you student, enter the Parent you want to edit
2. Select "Edit" and scroll to the bottom of the edit page and change you "Information sharing level"

### How do I print out directory information? (We know many of you like a printed version)

1. You may print the directory by Grade
2. Choose a Grade (not "Classroom" but "Grade")
3. At the bottom of the list of students – select "Show Grade Directory"
4. Print