

Dear Elmhurst Academy Families,

The Elmhurst Academy Directory Spot App is available for download. If you are one of the many who opted in, you have been set up as a user for **DirectorySpot** and can download it for free from the App Store (iPhone users) or Google Play (Android users), or you can also access the data from the web.



For iPhone Users:

1. Go to the iTunes App Store and search "DirectorySpot".



2. Download to your iPhone (or iTouch or even your iPad).
3. Launch DirectorySpot, enter your email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.
4. Set your new password, then go **back** to the DirectorySpot app on your phone and enter your new password (make sure to click on "Save Password" so that you will not have to enter it each time).
5. Click on "Login" and start using the app!



For Android Users:

1. Go to Google Play and search "DirectorySpot".



2. Download to your Android phone.
3. Launch DirectorySpot, click "Reset Password", enter your email address and an email will be sent to you with a link to set your password.
4. Set your new password, then go **back** to the DirectorySpot app on your phone and enter your new password (make sure to click on "Save Password" so that you will not have to enter it each time).
5. Click on "Login" and start using the app!

To access the data from the Web:

1. Go to www.directoryspot.net and click on "login" in the upper right hand corner.
2. Enter your email address as your Username, and click on "Forgot Password." An email will be sent to you with a link to set your password.
3. Once you have done that, enter your password.
4. You will be able to see the directory data and search on it.

Make sure to check out all the features, such as the auto dial when you click on a phone number, or the auto launching of maps when you click on an address. If you hold down the cell phone number, you will get an option to send a text or call the number (iPhone only). DirectorySpot will even create an email if you click on someone's email address.

If you have any data changes throughout the year, you can access your account at any time to make those changes. Please let me know if you have any questions and I hope you find it useful!!

Warmest Regards,
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Technology Coordinator/Enrichment Teacher