



The PLUSPORTALS Directory

As a valued member of the St. Catherine of Siena School community, you are included in the PLUSPORTALS directory with very basic contact information listed. We hope this directory will help you to connect with other parents and families, tightening the school family.

Accessing the directory

- Log into PLUSPORTALS
- Click “Directory” in the main navigation bar near the top of the page.



- Click either “STAFF” or “PARENT”, depending on which directory you’d like to view.
- Type the name you wish to search or use any of the available radio buttons to adjust your search.

Modifying what is shown about you in the directory

- To change what information of yours is shown in the director, click the arrow next to your name and access a drop down menu. Click “Directory Listing” to view and change your information in the directory.



Directory Listing

List my information in the school directory

Display selected information:

Fields	
<input type="checkbox"/>	Street
<input type="checkbox"/>	City
<input type="checkbox"/>	State
<input type="checkbox"/>	Zip
<input checked="" type="checkbox"/>	Primary E-Mail
<input checked="" type="checkbox"/>	Alternate E-Mail
<input type="checkbox"/>	Home Phone
<input checked="" type="checkbox"/>	Office Phone
<input type="checkbox"/>	Mobile

- You can choose to show or hide demographic information by simply clicking in the box next to each item.
 - A “check mark” means the information will be shown. A blank box means the information will be hidden.
- If you do not want to be listed in the directory at all, click the box next to “List my information in the school directory”
 - A “check mark” means you will appear in the directory with the information you choose to show. A blank box means you will not appear in the directory at all.