

As a member of the Hill PTSA, you have access as an authorized user for DirectorySpot and can now download it for free from the App Store (iPhone users) or Google Play (Android users).

### **For iPhone Users :**

1. Go to the iTunes App Store and search "DirectorySpot" or go to <http://goo.gl/5U2Tzq>
2. Download to your iPhone (or iTouch or even your iPad).
3. Launch DirectorySpot, 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.
4. Once you have done that, launch DirectorySpot and enter your password (make sure to click on "Save Password" so that you will not have to enter it each time).
5. Click on "Login" and you can start using the app!

### **For Android Users:**

1. Go to Google Play and search "DirectorySpot" or go to <http://goo.gl/iBK9IY>
2. Download to your Android phone.
3. Launch DirectorySpot, click "Forgot Password", enter your email address and an email will be sent to you with a link to set your password.
4. Once you have done that, launch DirectorySpot and enter your password (make sure to click on "Save Password" so that you will not have to enter it each time).
5. Click on "Login" and you can start using the app!

### **For Web Users:**

1. Go to [www.directoryspot.net](http://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 (make sure to click on "Save Password" so that you will not have to enter it each time).
4. You will be able to see the directory data and search on it.

### **Make sure to check out all the features, such as:**

1. The auto dial when you click on a phone number,
2. the auto launching of maps when you click on an address.
3. If you hold down the cell phone number, you will get an option to send a text or call the number.
4. DirectorySpot will even create an email if you click on someone's email address.
5. You can find the students listed by Teams in the "Teachers" Tab, under "T."

### **If your information has changed:**

If your contact information has changed you can email Debbie Hagel, Hill Directory Administrator at [hilldirectory@gmail.com](mailto:hilldirectory@gmail.com). The changes will be made as soon as the email is received and will be immediately available on DirectorySpot.

### **Paper Directories**

Paper directories will be distributed to all PTSA members this year, in late November. Next year, all PTSA members will receive DirectorySpot with their membership and can purchase a paper copy for an additional fee.

Please let us know if you have any questions and hope you find it useful!! Feel free to contact Debbie Hagel, Hill Directory Administrator with any questions at [hilldirectory@gmail.com](mailto:hilldirectory@gmail.com)

Thanks!

The Hill PTSA