

HOW TO USE COLLEGIATE'S ONLINE DIRECTORY

ACCESSING THE ONLINE DIRECTORY

WCS utilizes a digital directory in addition to the printed directory. The online directory's information is password protected and is accessible ONLY to WCS families. Information is kept up-to-date as new families enroll or as we become aware of any changes of address, phone numbers, or email addresses. The online directory even allows families to update their own contact information at any time. Other helpful features include being able to see and print class lists, to email individuals straight from the directory, and to see google maps showing where families live. This is an excellent way for new families to see whether other WCS families may live in their neighborhood, to find out where classmates live when you need to take them home, or to find homes for birthday parties!

The directory can be accessed on two different platforms:

- Through the WCS website (wcsks.com) under the "Resources" tab at the bottom of the page.
- Through the WCS app. Search for "Wichita Collegiate" in the Apple or Google Play stores and download the app for quick access to the directory, news and announcements, calendar, social media channels, and more.

In order to be able to use the directory, you will need to first register your email address and set up a password.

You will see a window that says, "New User Registration." **Enter the email address you gave to the school, and click "submit."** You will soon receive an email that instructs you to establish and enter a password for yourself.

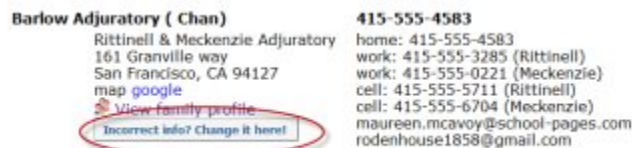
Once you do that you will be able to access the directory. You just need to remember your password.

DIRECTORY [link](#)

All current students can be listed in the directory. Students and their families can be organized by grade level and by classroom. By using the search box in the left navigation bar, you can find anyone. Simply type in a part of their name, address, or phone number.


EDIT YOUR CONTACT INFORMATION [link](#)

Go to your family's listing, click on the button that says "Incorrect info? Change it here!" and edit your information. Click save and your changes will be instantly published on the wiki. A separate email is automatically sent to the school as a reminder to make the appropriate changes on the official school registrar.



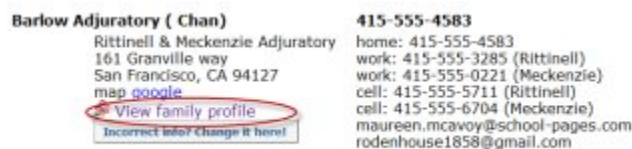
Barlow Adjuratory (Chan)
Rittinell & Meckenzie Adjuratory
161 Granville way
San Francisco, CA 94127
map google
[View family profile](#)
[Incorrect info? Change it here!](#)

415-555-4583
home: 415-555-4583
work: 415-555-3285 (Rittinell)
work: 415-555-0221 (Meckenzie)
cell: 415-555-5711 (Rittinell)
cell: 415-555-6704 (Meckenzie)
maureen.mcavoy@school-pages.com
rodenhouse1858@gmail.com




UPDATE YOUR FAMILY PROFILE AND PHOTO [link](#)

Click on "View family profile" to update the profile page for your family. From this page, you can also upload, change and add more photos on your profile page. The first image link on this profile page will be shown on the directory pages. All other photos can only be seen on the View Family Profile page. Feel free to upload a family photo and family description each year. The same photo and family profile page will appear for all siblings within the family.



Barlow Adjuratory (Chan)
Rittinell & Meckenzie Adjuratory
161 Granville way
San Francisco, CA 94127
map google
[View family profile](#)
[Incorrect info? Change it here!](#)

415-555-4583
home: 415-555-4583
work: 415-555-3285 (Rittinell)
work: 415-555-0221 (Meckenzie)
cell: 415-555-5711 (Rittinell)
cell: 415-555-6704 (Meckenzie)
maureen.mcavoy@school-pages.com
rodenhouse1858@gmail.com

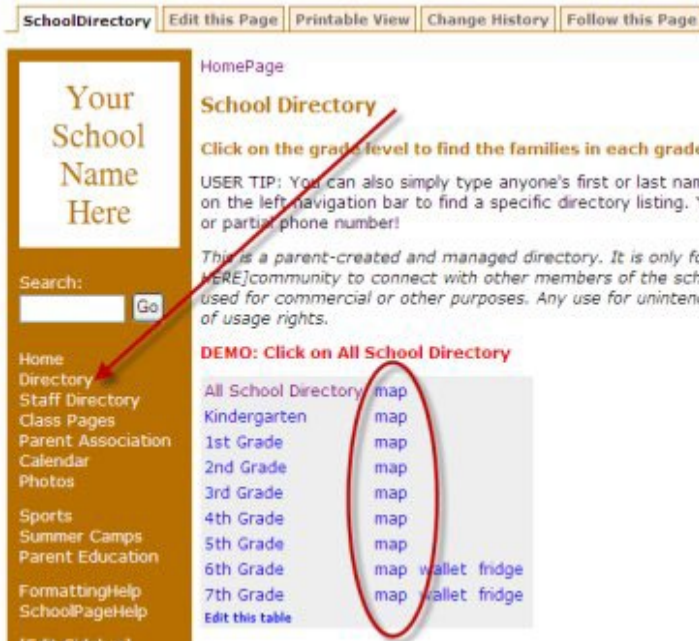


PRINT DIRECTORY LISTINGS [link](#)

Click on the “Printable View” tab at the top of the page and you can easily print out the directory to keep at home.

USE THE MAP [link](#)

Want to find out the locations of your child’s classmates to coordinate carpools? You can easily view the locations of other families on a map. Click on “Directory” in the left navigation bar. Then click map to view all locations.



You can also map any individual family’s location by clicking on the “google” button just below the address.

Barlow Adjuratory (Chan)

Rittinell & Meckenzie Adjuratory
161 Granville way
San Francisco, CA 94127
[map google](#)

[View family profile](#)

[Incorrect info? Change it here!](#)

415-555-458

home: 415-555-458
work: 415-555-458
work: 415-555-458
cell: 415-555-458
cell: 415-555-458
maureen.mca
rodenhouse18

USE YOUR SMART PHONE [link](#)

SchoolPages is optimized for access via many mobile devices including iPhones, Android phones, Blackberry phones, and other similar devices. All the information on the site is available on your mobile device in a format that is optimized for small screens and quick access. Accessing the directory or other information is just a few touches away wherever you are. The site also integrates with your phone so that dialing a number or mapping an address is just a touch away.

To put SchoolPages on your homescreen:

- open up the school’s website on your phone or tablet
- scroll down to the "Resources" section at the bottom of the homepage
- scroll down and tap on “WCS Online Directory”
- sign into the directory
- tap on “Install the SchoolPages App on your iPhone/iPad”
- tap the plus sign or share icon
- then tap "Add to Homescreen." A Web Clip icon will be added to your homescreen automatically for easy, one-tap access.



PHOTOS [link](#)

UPLOAD PHOTOS [link](#)

Photos that are uploaded to your school's SchoolPages site are private and viewable only by your school community. None of the photos can be crawled by any search engine so you can be sure your photos are private and secure.

To upload photos, click on the photo link in the left navigation bar. Click on "Upload a new Gallery"

Click on "Select Files" and upload the photos from your computer. Ta Da! You're done.



UPLOADING PHOTOS STORED IN IPHOTO [link](#)

To upload photos, click on the photo link in the left navigation bar. Click on "Upload a new Gallery."

Click on "Select Files" and upload the photos from your computer.

Scroll to the section labeled "Media" on the left hand side of the file selection window.

Click on the "Photos" folder in the "Media" section.

Select your photos to upload and click "Open."

NOTE: The photo dump invites you to "tag" individuals in photos, but we as a community prefer not to use this feature.

We hope that you find the directory useful. If you have any questions or difficulties, please contact any of the following:

Kathy Rukes
771-2203
krukes@wcsks.com

Barbara White
771-2223
barbarawhite@wcsks.com

Bethany Phelps
771-2224
bphelps@wcsks.com