



NORTHVIEW ELEMENTARY ONLINE DIRECTORY

Hello Parents!

Including your family in the Northview Directory allows parents to find you for events such as birthday party invitations, play dates, and other important communications. THANK YOU for your participation!

Each year we request that you log in to confirm that your information is current and to update your student's teacher for the new school year.

Here's what you need to do:

- Go to nvpto.membershiptoolkit.com
- Click on the Register>> Log In button.

Returning Parents:

- If you **already have an account** use your **email and password** to login. You can then proceed to the numbered steps below.

New Parents:

- To create a new account, select "**Create Account**" and fill in your name, email, and password information.
- Click "**verify my email**" and check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, check your spam or junk folders.
- Once you have verified your email address, **log back in and finish the registration process.**

A screenshot of a web form titled "Create account". The form has three numbered steps: 1 - Complete this form, 2 - We will send you an email, and 3 - Click the link in the email message to verify your email address and complete the process. A note states "The link expires in 2 hours." and "If you do not receive the email in the next few minutes, check the spam or junk folders in your email software." The form fields include: First name (with a "First" placeholder), Last name (with a "Last" placeholder), Email address (with a "name@domain.com" placeholder), Password, and Retype password. There are "cancel" and "verify my email" buttons at the bottom. A green arrow points from the instructions to the email address field. At the bottom right, there is a "Memberships TOOL KIT" logo.

Everyone:

1. Complete/validate the **Parent/Family and Student Information** forms.
 - Update the teacher your student has for the new year
2. Complete/validate the **Directory/Publish Preferences.**

Once a Primary Account is set up, the **Primary User can "invite" other email addresses** to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

Download the membershiptoolkit app!

Questions? - Please don't hesitate to contact us at GoNVPTO@gmail.com