

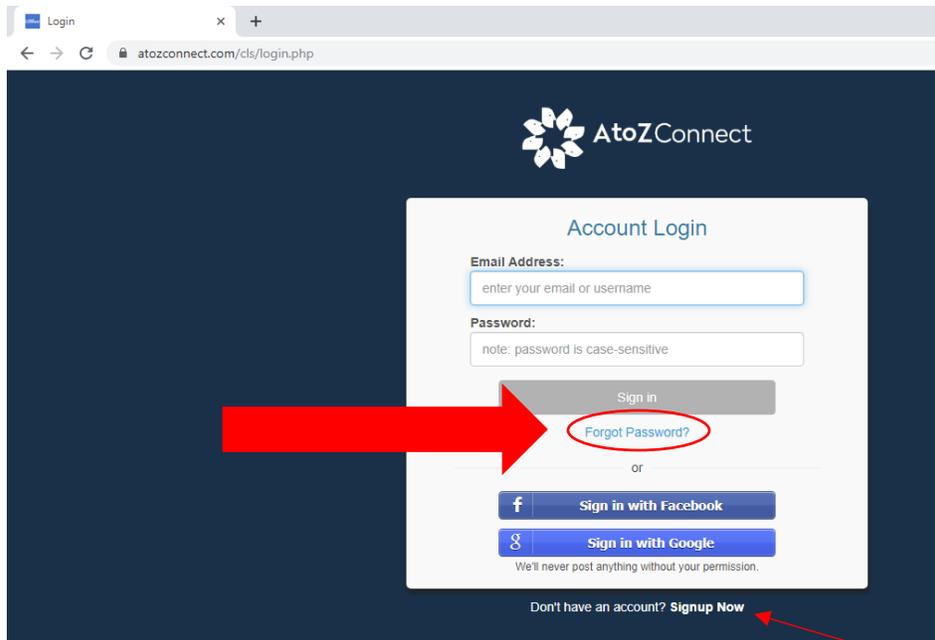
# How to Login to AtoZ Connect & renew your membership CMES PTO 2019-2020

1. [Reset your Password](#)
2. [Log Into AtoZ Connect](#)
3. [Purchase your PTO Membership](#)

## How to Reset your Password

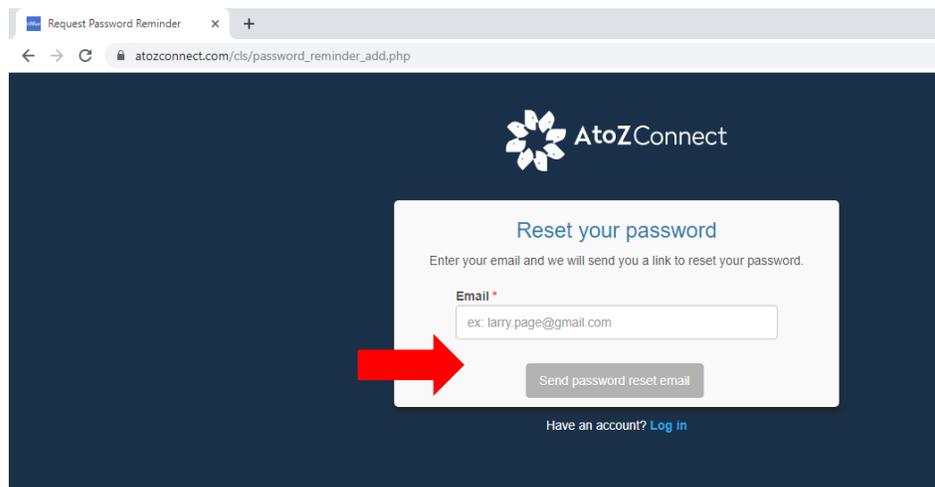
Since this is a brand new system for this school year, everyone who was a PTO member last school year will need to reset their password before they can login and join the PTO.

1. Go to <https://atozconnect.com/cls/login.php> & click on "Forgot Password"

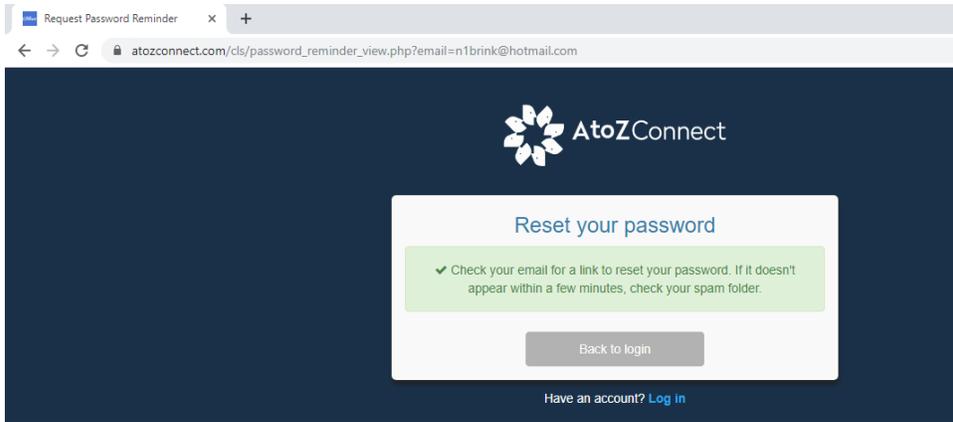


2. Enter your email address and hit "Send Password Reset Email".

\*Note, if your email is not recognized go to <https://atozconnect.com/cls/login.php> and click on "signup now."

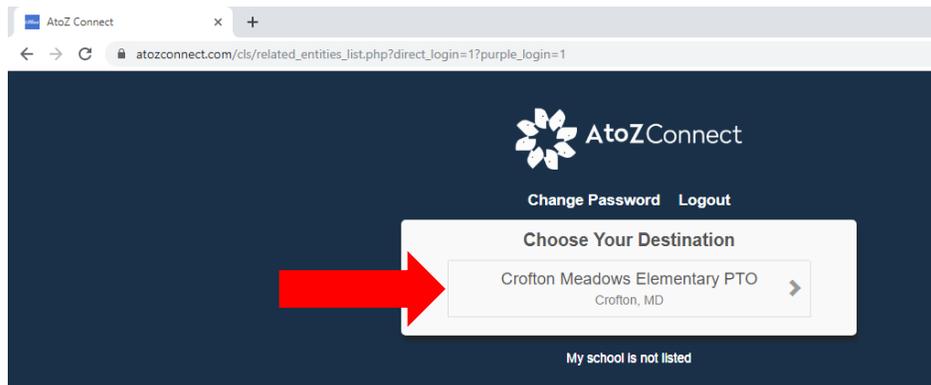


3. Check your email and follow the directions to reset your password.

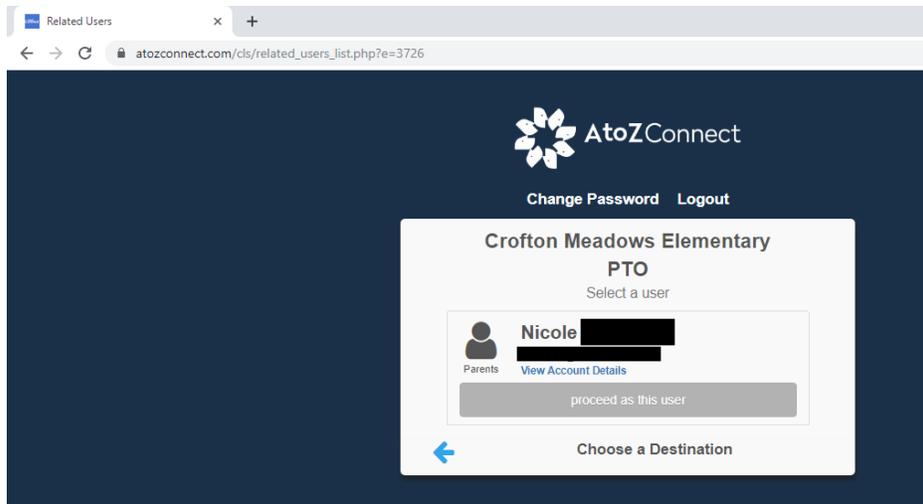


### Login to AtoZ Connect

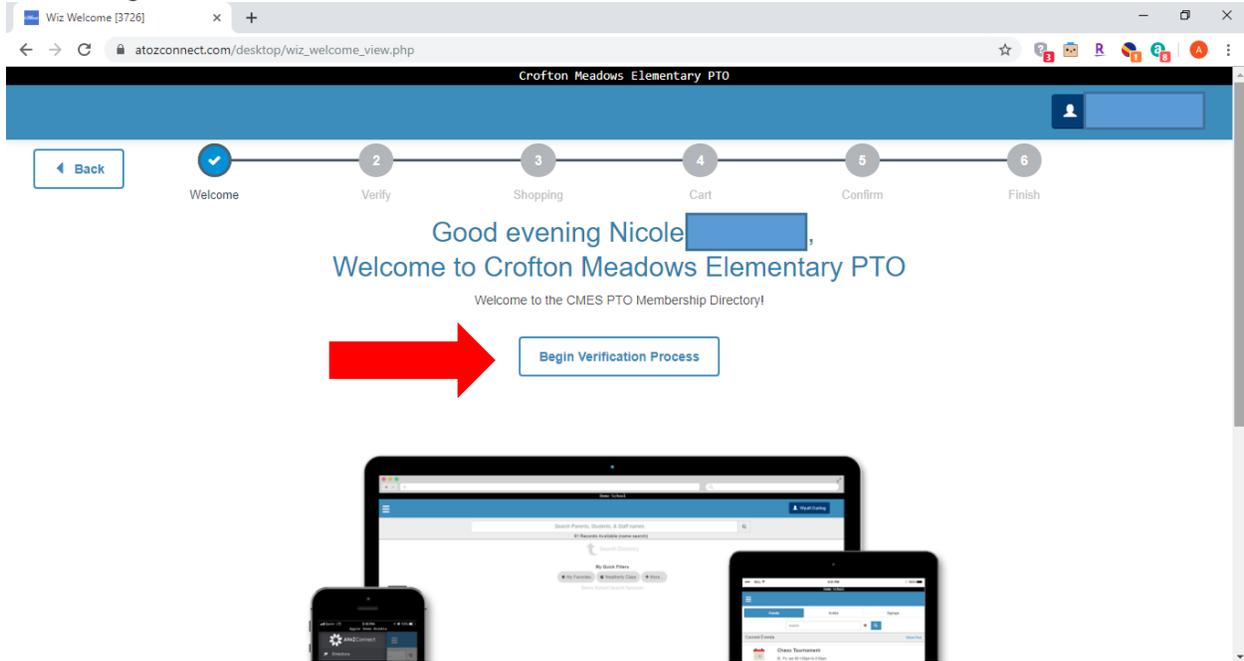
1. Either follow the link from resetting your password, or return to <https://atozconnect.com/cls/login.php> and fill in your email and password. Select CMES PTO.



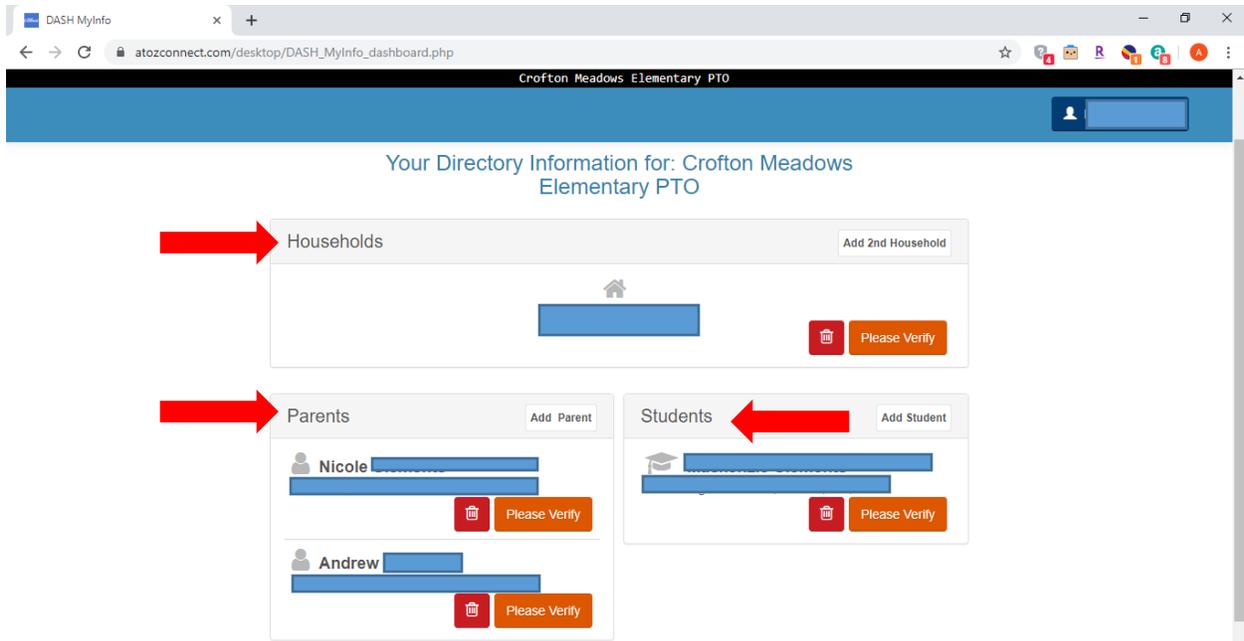
2. Click on "proceed as this user"



3. Select "Begin Verification Process"



4. Verify the information given. It should list your household, the "parents" in your family, and the students.



5. When you verify your household, you will be asked to OPT Out. **It will be our policy to select YES for all users of this system.** This will hide your personal information such as phone number and email address from other non admin users.

The screenshot shows a web browser window with the URL `atozconnect.com/desktop/DASH_MyInfo_dashboard.php`. The page title is "Crofton Meadows Elementary PTO". A modal window titled "Households, Edit" is open, containing the following fields and options:

- ZIP: 21114
- Home Phone: [Empty field] with a "Hide" checkbox to its right.
- Opt Out: Radio buttons for "No" and "Yes", with "Yes" selected.
- Text below Opt Out: "Only select YES if you **do NOT** want your entire household shown in the directory - You can hide individual fields in the directory by clicking on the field and selecting the "hide" box"
- Buttons: "Save" and "Cancel" at the bottom right.

6. There are several questions regarding future communication.
- Allow CMES PTO to email me – **Please say yes if you want information from us.** We will be using this system to send emails about volunteer opportunities, fundraising events, spirit nights and more. We'd love for you to receive our emails.
  - Subscribe to these school emails –
    - Digital backpack – This is an online location where we will hopefully be posting flyers and other digital communication with our members.
    - SMS – This grants access for us to text you information. At this time we don't have plans to use this, but we may in the future.

The screenshot shows the same web browser window. A modal window titled "Parents, Edit" is open, containing the following fields and options:

- Gender: Female
- Birth Date: [Empty field]
- Allow Crofton Meadows Elementary PTO to email me: Radio buttons for "No" and "Yes", with "Yes" selected.
- Subscribe to these School email lists: Radio buttons for "No" and "Yes", with "Yes" selected. Next to "Yes" are the labels "Digital Backpack" and "SMS".
- Buttons: "Save" and "Cancel" at the bottom right.

- Under students, you will be asked to select their teacher. This helps us be able to send your membership gift home to you along with other communication in the coming year.

The screenshot shows a web browser window with the URL `atozconnect.com/desktop/DASH_MyInfo_dashboard.php`. The page title is "Crofton Meadows Elementary PTO". A modal window titled "Students, Edit" is open, containing the following fields:

- Nickname:
- Gender: (blank)
- Birth Date:
- Grade: 1st
- Teacher: Please select  (indicated by a red arrow)
- Allow Crofton Meadows Elementary PTO to email me:  No  Yes

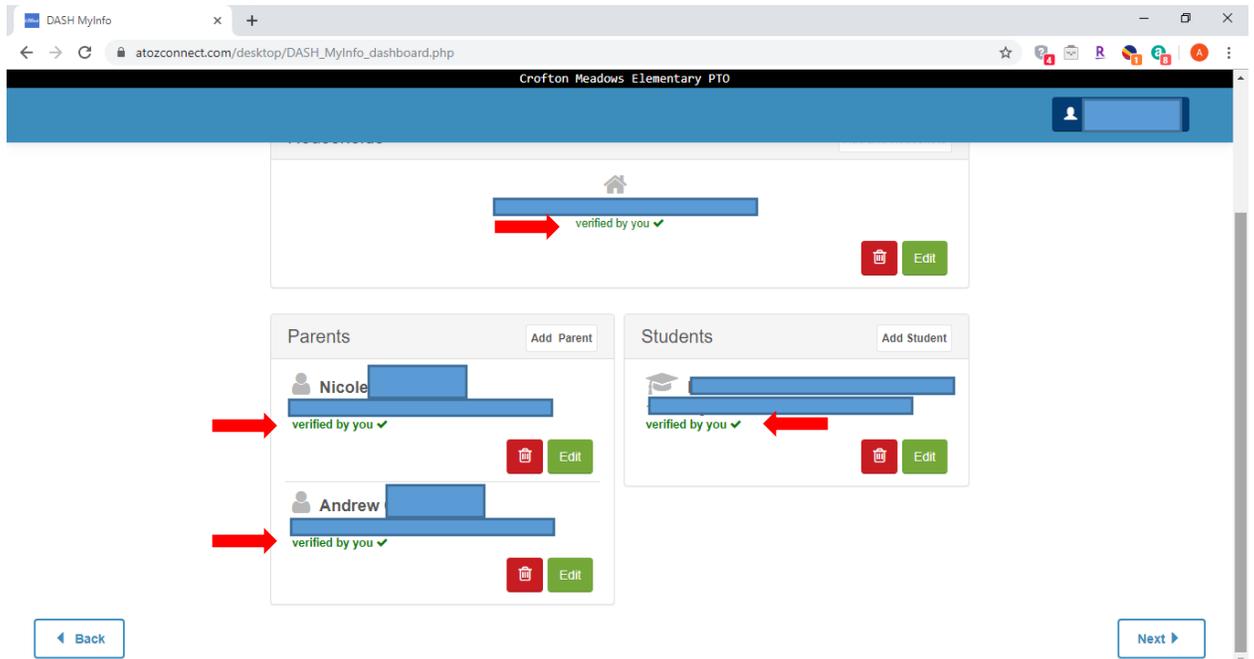
Buttons for "Save" and "Cancel" are located at the bottom right of the modal.

- If you need to add a student to your profile, such as an incoming Kindergartener, this is where you would do that. If all your students are listed, you can skip this step.

The screenshot shows the "Your Directory Information for: Crofton Meadows Elementary PTO" page. It features three main sections:

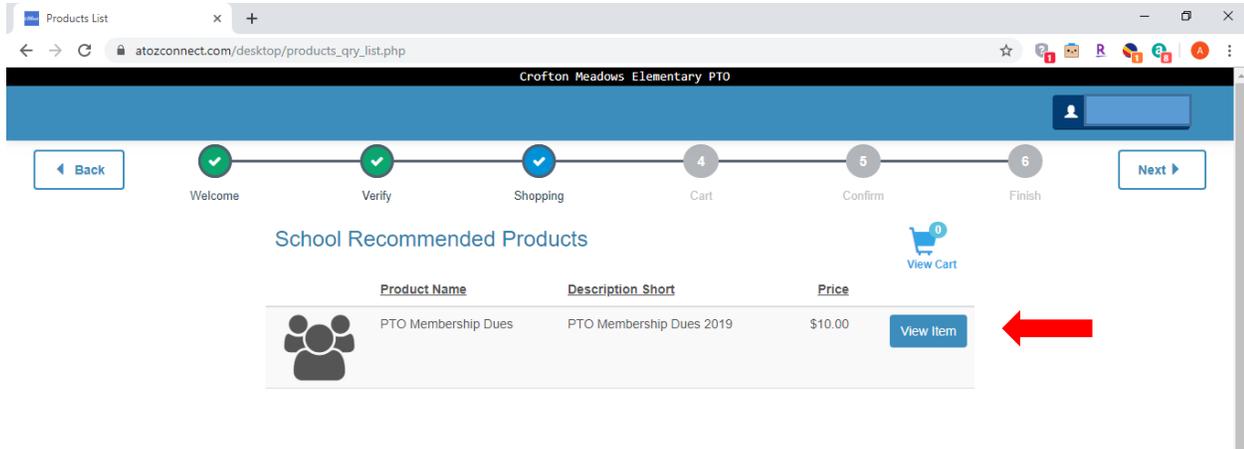
- Households:** Contains a home icon, a blue bar, and a "Please Verify" button.
- Parents:** Lists "Nicole" and "Andrew" with blue bars and "Please Verify" buttons. An "Add Parent" button is at the top right.
- Students:** Contains a graduation cap icon, a blue bar, and a "Please Verify" button. An "Add Student" button is at the top right, indicated by a red arrow.

9. When finished with the verification process, all households, Parents and Students should say verified. Click next.

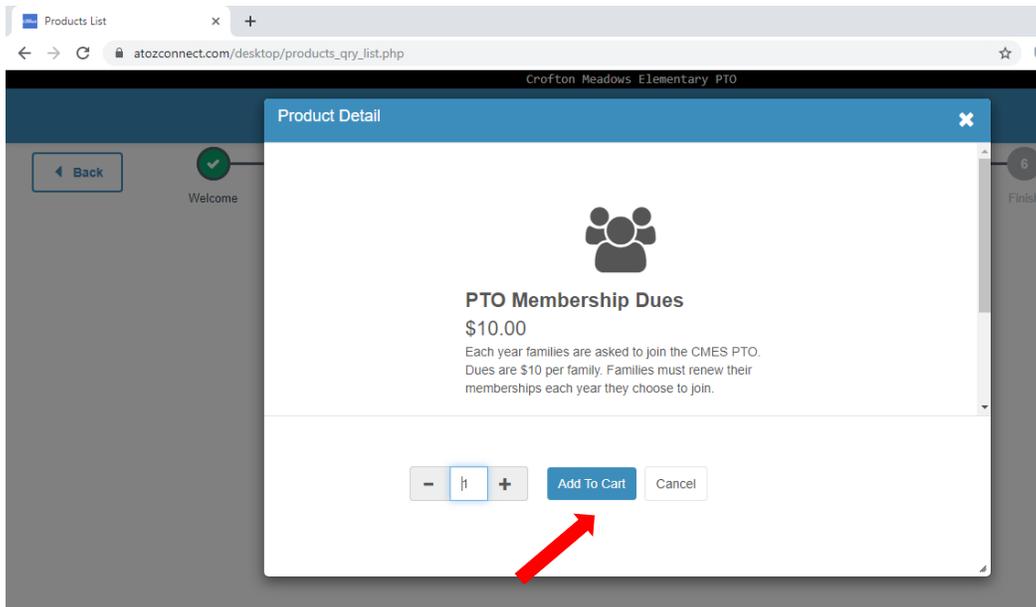


## Purchase your membership

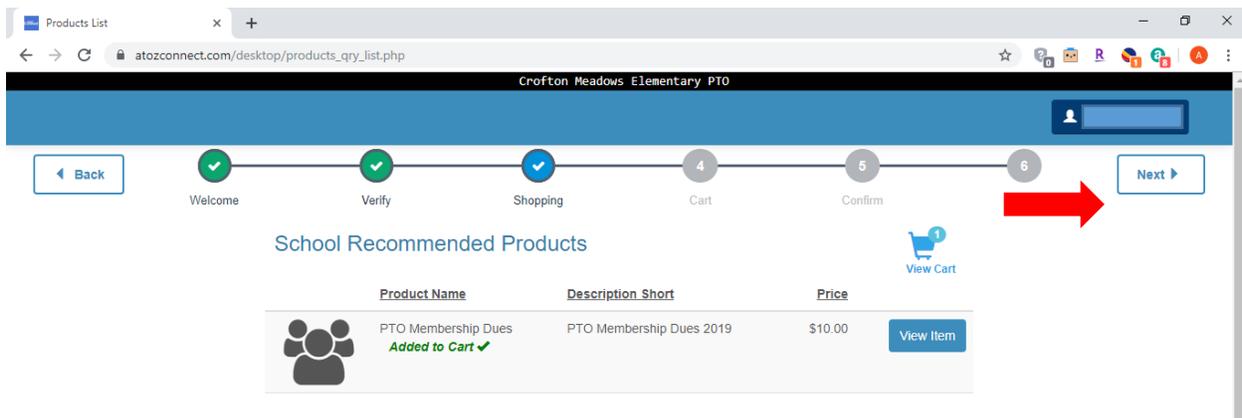
1. You will be prompted to purchase your PTO membership. Click on view item.



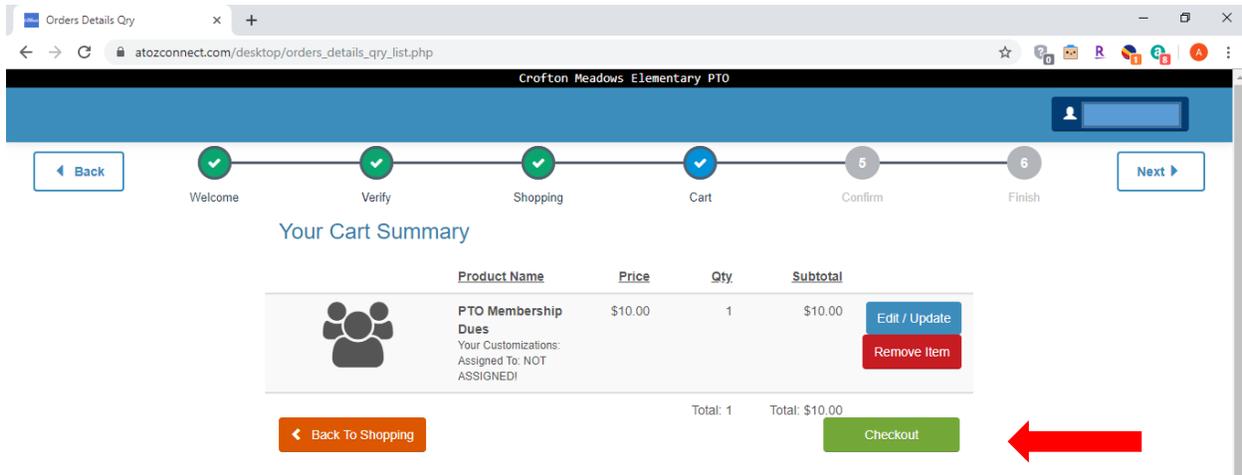
2. Add 1 item (PTO Dues) to your cart. Note, you are only required to purchase 1 PTO Membership per family.



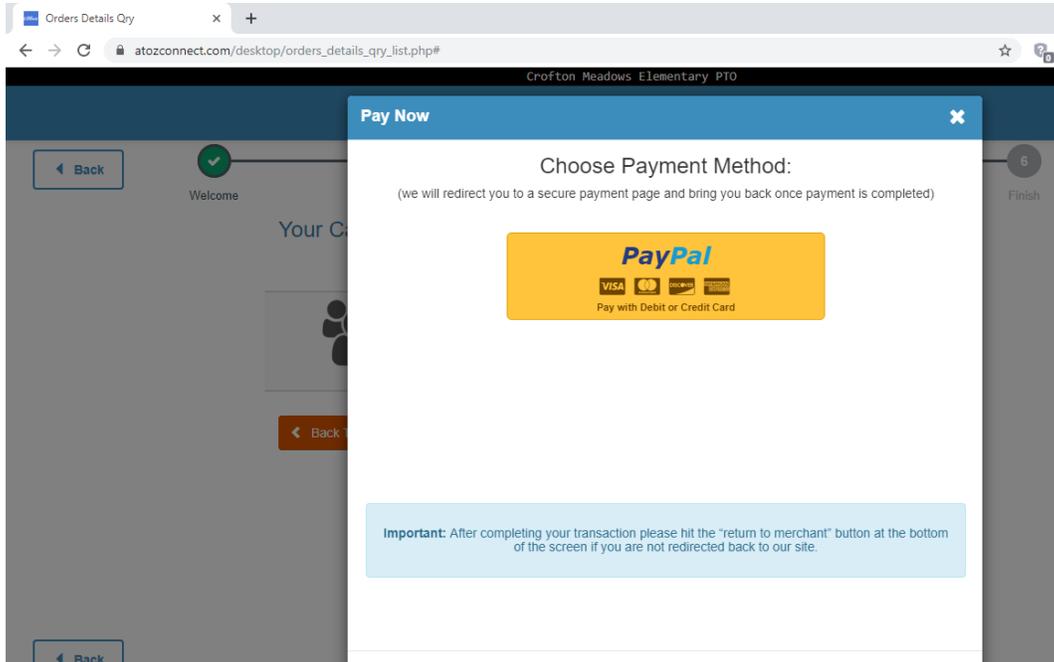
3. Click next



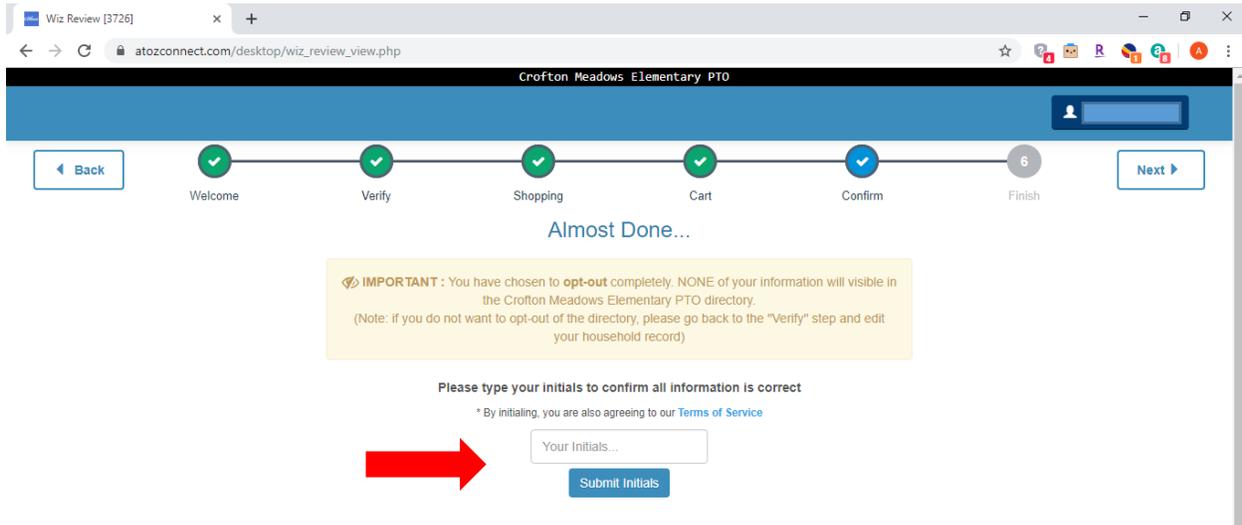
4. Your PTO dues should be in your cart and click checkout.



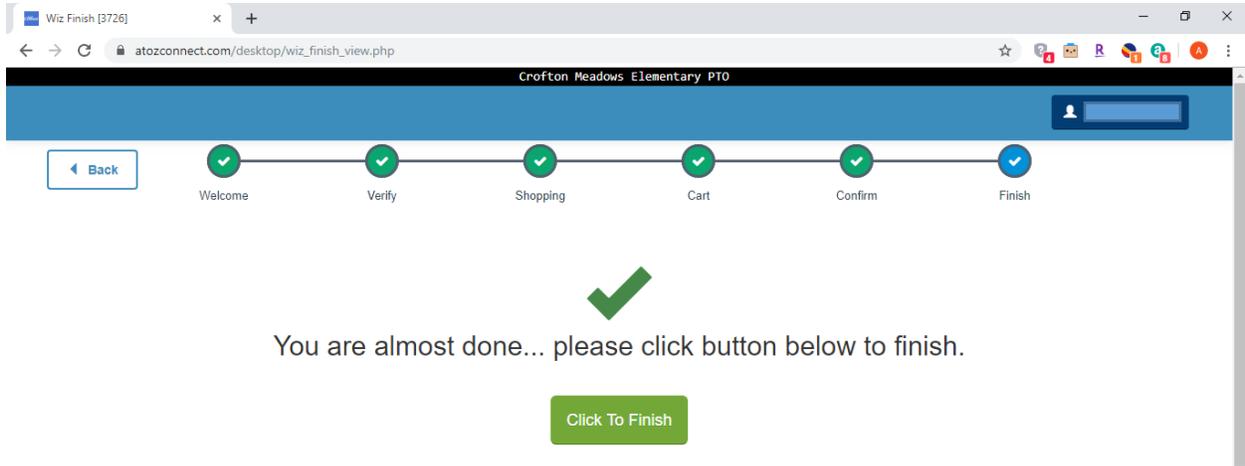
- Click on Paypal. You will be directed to Paypal to complete your transaction. You can use paypal or your credit card.



- Confirm your information is correct by typing your initials in the box and click submit initials.



7. You are almost there, click finish to complete the process.



8. At this point, the system will mainly be used by the PTO board to communicate with **YOU** the PTO. As we place items within the system that will be of interest to you, we will let you know.

*If you have any questions, please feel free to contact me, Nicole Clements VP of Membership/Volunteers at [cmesptovpmembership@gmail.com](mailto:cmesptovpmembership@gmail.com).*