



## Parent-Student Directory:

Our parent portal accounts now have the added feature of a Parent-Student directory. This is often used by fellow parents to contact you regarding class parties, birthday invitations, or other social activities.

This is only visible to other CPS parents, and is password protected. In order for you to have your information available to other parents, you must first go into your account and select what you want to be visible to other parents.

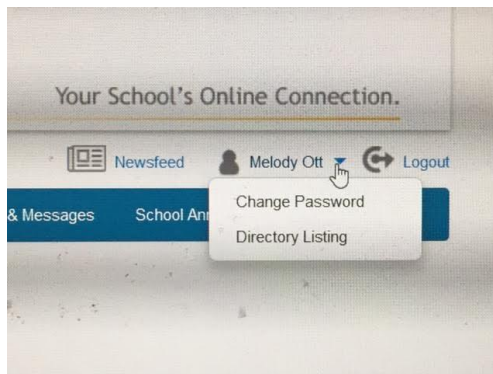
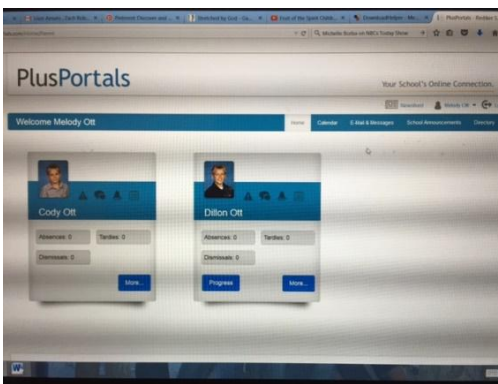
If you decide to be not listed, then you do not need to do anything, but please know that we cannot give your information out to other parents.

Below are the step by step directions on how to set up your directory listing in the parent portals.

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How to set up your family information in the parent-student directory on the Parent Portals

- Sign into your parent portal account (<https://www.plusportals.com/CathedralIPS>)
- Click on your name in the top right hand corner for a drop down menu, select “directory listing” (do not click on the directory from the main menu)



- Choose the Parent Directory (default is the staff directory)
- Check on the box that says “list my information in the school directory”
- Check the boxes of the information that you would like to have visible to other parents
- Click on the “Save Directory Settings” located under the box of the items you have selected
- Click on the pop up box that you “accept” to have those settings visible to other parents