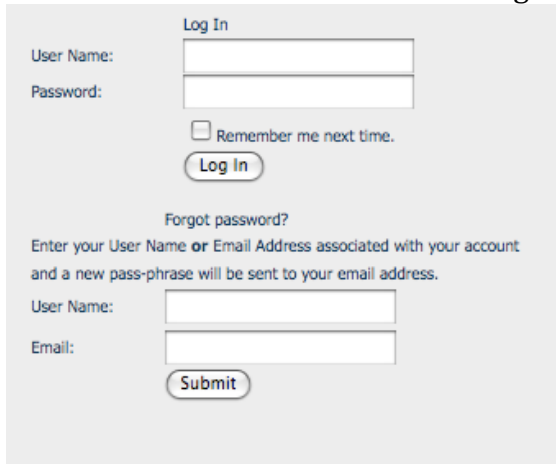


Searching for Families Interested in Carpools

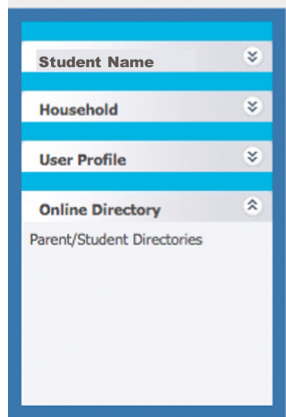
Accessing the Portal:

- From the Elizabeth Seton High School's website home page, you will click on the Parent/Student button found at the very top of the page.
- You will be redirected to the following screen:



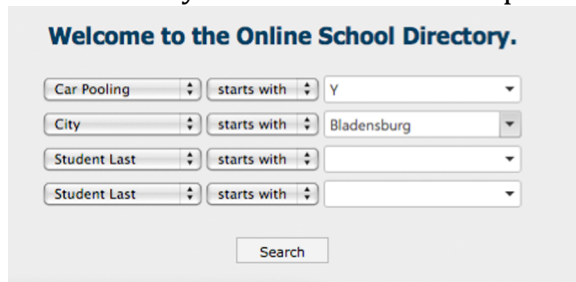
The screenshot shows a login and forgot password form. At the top, there is a "Log In" link. Below it are two input fields: "User Name:" and "Password:". A checkbox labeled "Remember me next time." is positioned below the password field. A "Log In" button is located below the checkbox. Underneath, there is a "Forgot password?" link. A text instruction reads: "Enter your User Name or Email Address associated with your account and a new pass-phrase will be sent to your email address." Below this are two input fields: "User Name:" and "Email:". A "Submit" button is located below the email field.

- This will lead you to the main menu options on the left side of the screen
- Choose the Directories option.



The screenshot shows a vertical menu with four options: "Student Name", "Household", "User Profile", and "Online Directory". Each option has a dropdown arrow. The "Online Directory" option is selected, and it has an upward arrow. Below the "Online Directory" option, the text "Parent/Student Directories" is visible.

- The School Directory will allow you to search for students or parents based on multiple criteria. The example below will give you a list of who have indicated they are interested in a carpool and live in Bladensburg.



The screenshot shows a search form titled "Welcome to the Online School Directory." It contains four rows of search criteria, each with a dropdown menu and a "starts with" dropdown menu. The first row is "Car Pooling" with "starts with" set to "Y". The second row is "City" with "starts with" set to "Bladensburg". The third and fourth rows are "Student Last" with "starts with" set to an empty field. A "Search" button is located at the bottom of the form.