

DirectorySpot Instructions

Welcome to the online directory for Prospect School.

If you were a Prospect School DirectorySpot user last year, you are all set. Using the same username and password, login and you will see the new data. Please make sure you have the latest version of DirectorySpot.

If you are a **NEW** user, you have already been set up with an account. Your username is the email address you provided to the school and you can create a password once the app is downloaded. To access the DirectorySpot app, simply download the app for free from the App Store (iPhone users) or Google Play (Android users) or you can access the data from the web following the steps below.

For Smartphone Users:

1. Download the DirectorySpot app by going to your app store and searching "DirectorySpot" or by clicking on the appropriate link here:

iPhone - <http://goo.gl/5U2Tzq> or Android - <http://goo.gl/iBK9IY>

2. Launch DirectorySpot, enter your email address as your Username, and click on "Reset Password."
3. Click on the link in your email to set your password, relaunch the DirectorySpot app, and login with your username and password.

For Tablet, Mac, or PC Users:

1. Go to directoryspot.net and click on "Login" in the upper righthand corner.
2. Enter your email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.
3. Click on the link in your email to set your password and login.

Please login and review all of your information to ensure that it is correct. If any changes to your information are needed or if you have any questions about the app, please email the directory chair at prospecttodirectory@gmail.com