

## GREENWOOD ELEMENTARY PTOFFICE INSTRUCTIONS

Welcome to Greenwood Elementary! We are excited you will be joining our community!

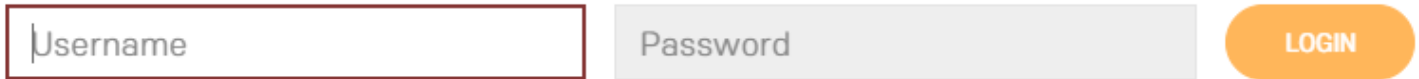
The Greenwood PTCO is here as a resource for you as you make your way through the school. We provide resources for the school, the students, and their families, and we plan community gatherings and events.

A lot of information about Greenwood and the PTCO can be found at [GreenwoodPTCO.org](http://GreenwoodPTCO.org). But the main means of communication for both the school and the PTCO is through PTOffice.

Please note that registering for PTOffice is important and is different than registering with the Cherry Creek School District. Your PTOffice registration is how you will receive information and updates from room parents, the Principal, and PTCO leadership, including important information about school events, classroom activities, and extra-curriculars. If you are not already receiving our weekly Grizzly Guide on Sunday evenings, you will need to sign up for PTOffice.

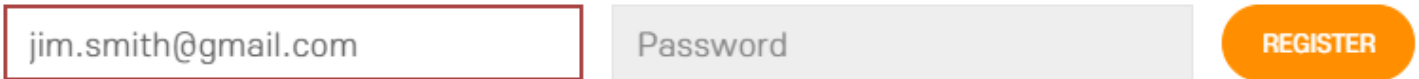
Below are some instructions to help guide you through the online registration process.

**Step 1:** Go to [tools.PTOffice.com](http://tools.PTOffice.com) and enter your email in the "Username" box in the bar below:




A login form with three fields: a text box labeled "Username", a text box labeled "Password", and an orange button labeled "LOGIN".

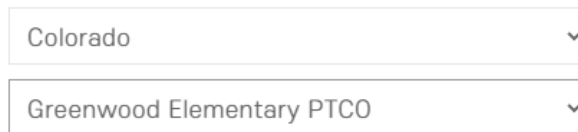
If you have not yet registered your email, the bar will convert to the following:



A registration form with three fields: a text box containing "jim.smith@gmail.com", a text box labeled "Password", and an orange button labeled "REGISTER".

Click  and choose Colorado and Greenwood Elementary PTCO as depicted below:

Help us find the organization you wish to register with



Two dropdown menus. The first dropdown is labeled "Colorado" and the second dropdown is labeled "Greenwood Elementary PTCO".



Two buttons: an orange button labeled "NEXT" and a white button with a grey border labeled "CANCEL".

You will be prompted for a Password on the screen below. Enter **Grizzly1920** and Click "Next"

## Let's get you registered real quick!

First, please enter the registration password set by your organization's administrator.

[Don't know the password?](#)



**Step 2:** Enter your name, email address, and create your own password using the prompts below. If you have already registered with PTOffice, after filling in your email address you will see a message indicating the username already exists. If that is the case, please follow the link to log in. You can recover your password at the next page if you cannot remember it. If you have children to add, skip to **Step 6** below. If you don't, your account is all set and you don't need to do anything else.

## Welcome!

Please provide a little information to get started...

Now, let's setup your password...

I agree to [Terms of Use](#)



**Step 3:** After filling in your name, email, and password on the screen above, click the box accepting the terms of use and click NEXT.

**Step 4:** On the next page, PTOffice will pull up students and households with similar names to ensure you link to your Family Unit if someone within your Family Unit has already set up an account. Either select your existing household or search for an existing household using an alternate last name using the search bar at the bottom of the page:

Don't see any matches above? Try searching an ex-spouse's or other guardian's last name, or choose **\*CREATE NEW FAMILY UNIT\*** below.

**Step 5:** If your family is new to Greenwood, please click on "Create New Family Unit" and fill in the information for your household when prompted.

**Step 6:** If you already have a Family Unit, click on the Unit you will be connected to and click the "Add Child" button to add any children who are not already linked in your household.

***Please be sure to include your child's first and last names and select your child's rising grade. Also select your child's classroom. If you have not yet been assigned a teacher, leave the "choose a classroom" dropdown unselected.***

**CONTACT INFO**

<input type="text" value="Add a first name"/>	<a href="#">CLICK TO HIDE</a>
<input type="text" value="Add a last name"/>	<a href="#">CLICK TO HIDE</a>
<input type="text" value="Add a phone"/>	<a href="#">CLICK TO HIDE</a>
<input type="text" value="Add an email"/>	<a href="#">CLICK TO HIDE</a>
<input type="text" value="Fifth Grade"/>	<input type="button" value="v"/>
<input type="text" value="Choose a classroom"/>	<input type="button" value="v"/>



**DON'T FORGET TO HIT**

**AT THE TOP WHEN YOU'VE COMPLETED YOUR CHANGES.**

**You're all done!**