## Federated Online Directory: MobileArq

"I'm a paid HSA member, how do I access the Directory?"

- Your school's Handbook Coordinator will send you an email via MobileArq (sender will be support-grhsa@mobilearq.com)
- In this email, there will be a link to MobileArq where you change your password and edit your profile (change, hide or add any of your information)
- You will have 24 hours to change your password once you click on the link;
  please review and edit your information at this time
- All emails default as hidden in the system, you must change that field to "Everyone" if you would like your email visible
- Any families that would like 2 addresses in the directory, please email Allisan Emes <u>allisan.emes@gmail.com</u> directly with student name, parent name, address and email
- Don't forget to download the FREE App for your phone in your mobile App Store: MobileArq – School Directory
- If you would like a printable PDF of the directory please email your school's Handbook Coordinator directly <u>after November 20</u>, 2017
  - o Byrd = Leslie Kossar <u>lesliekossar@gmail.com</u>
  - Central = Debbie Holman <u>debbie19holman@yahoo.com</u>
  - Coleman = Allisan Emes <u>allisan.emes@gmail.com</u>
  - Hamilton = Kimberley Kafafian <u>kkafafian@gmail.com</u>
  - MS/HS = Michele Sapoff <u>mm1212@aol.com</u> & Merri Kapiloff <u>merrifkapiloff@gmail.com</u>
- Any questions, please contact the Federated Handbook Coordinator Allisan Emes <u>allisan.emes@gmail.com</u>
- For a video tutorial of how to edit your profile information please go to https://www.youtube.com/watch?v=2EHdmc6EGCs
- For a step by step navigation visual, please go to
   <a href="http://www.grfederatedhsa.org/online-directory.html">http://www.grfederatedhsa.org/online-directory.html</a> and click on "Download Step-By-Step Guide"