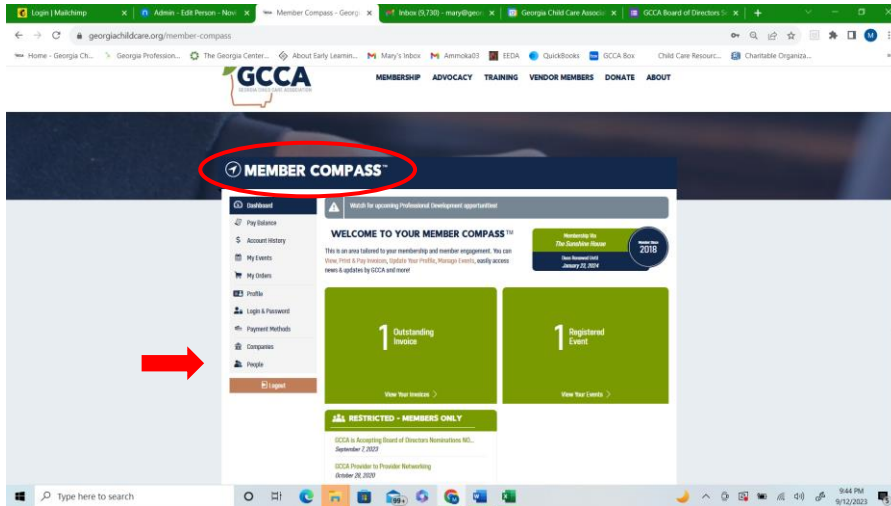


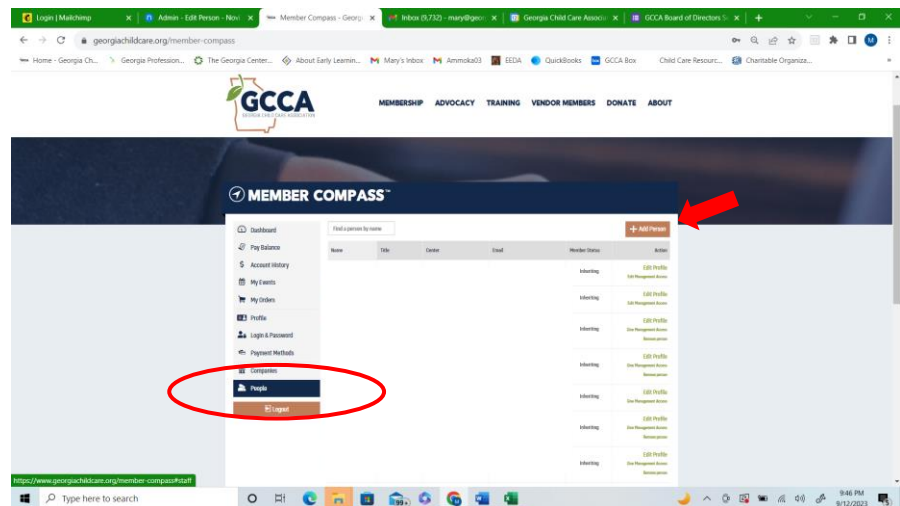
ADDING YOUR STAFF TO YOUR SCHOOL PROFILE IN THREE EASY STEPS



1

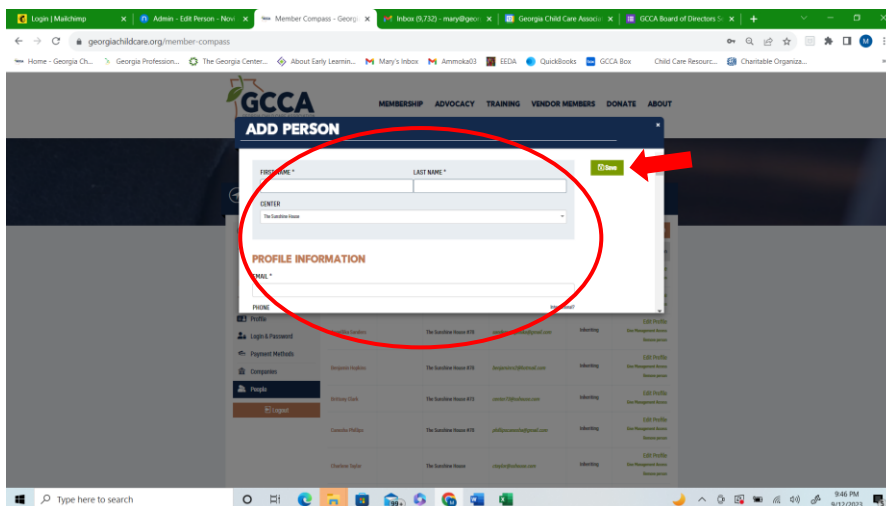
First, sign into our website with your email address and go to your Member Compass. To the left of the screen, you will see options and tasks you can handle. Locate "People".

2



Next, click on "People" to see a screen that shows the staff that you have associated with your school. Click on "+Add People" to add a teacher. (If you have staff on the list that are no longer at your center, click on "Remove Person" in the "Action" column.

3



Finally, enter the staff name and email information and press "Save". Your staff can log in with their email address and update their profile at a later date.