



## MCGINN ELEMENTARY SCHOOL ONLINE DIRECTORY 2016-2017

We are happy to bring you our online directory again this year as a way to communicate with fellow students, parents and teachers. Depending on your status, please follow the instructions below:

### **CURRENT FAMILIES (with no change of information):**

If you were registered on the MobilArq directory in 2015-16 and have no changes to your information, you don't need to do anything. MobilArq updated your child's teacher in the system.

### **NEW STUDENTS:**

1. Go to the link <https://mcginn.mobilearq.com/>
2. Click the 'PARENT REGISTRATION' button if you are a parent , ('TEACHER REGISTRATION' button if you are a teacher/staff)
3. Enter your email and Name
4. For code, enter 'mcginn'.
5. Provide consent then click the 'REGISTER' button.
6. In the 'Edit User Profile' page, enter your family information, names of children attending McGinn Elementary for 2016-2017. You can selectively choose to share some or all of your contact information in the directory. Submit registration.
7. Following registration you will receive an email from MobileArq with an auto-login link to access the directory. Please generate a new password before the auto-login link (temporary password) **EXPIRES IN 24 HRS** after it is sent to you.

### **CURRENT FAMILIES (with change of information):**

1. Go to the link <https://mcginn.mobilearq.com/>
2. Click on Settings wheel (⚙️) in upper right hand corner
3. Choose "Edit profile" to change your information
4. Click Submit

### **Helpful Hints:**

- Video tutorials on directory registration and usage are available at <https://bit.ly/1DHkHrQ>
- The directory can also be accessed on your mobile device!!
  - App Store:  
<https://itunes.apple.com/us/app/mobilearq-school-directory/id868001109?mt=8>
  - Google Play:  
<https://play.google.com/store/apps/details?id=hr.apps.n165182686&hl=en>
- To ensure that the email from MobileArq is not filtered to a spam folder, please add [support@mobilearq.com](mailto:support@mobilearq.com) within your email the address book.

If you have any trouble with the directory registration, please contact [support@mobilearq.com](mailto:support@mobilearq.com)

Thank you.

McGinn Elementary PTA and MobileArq