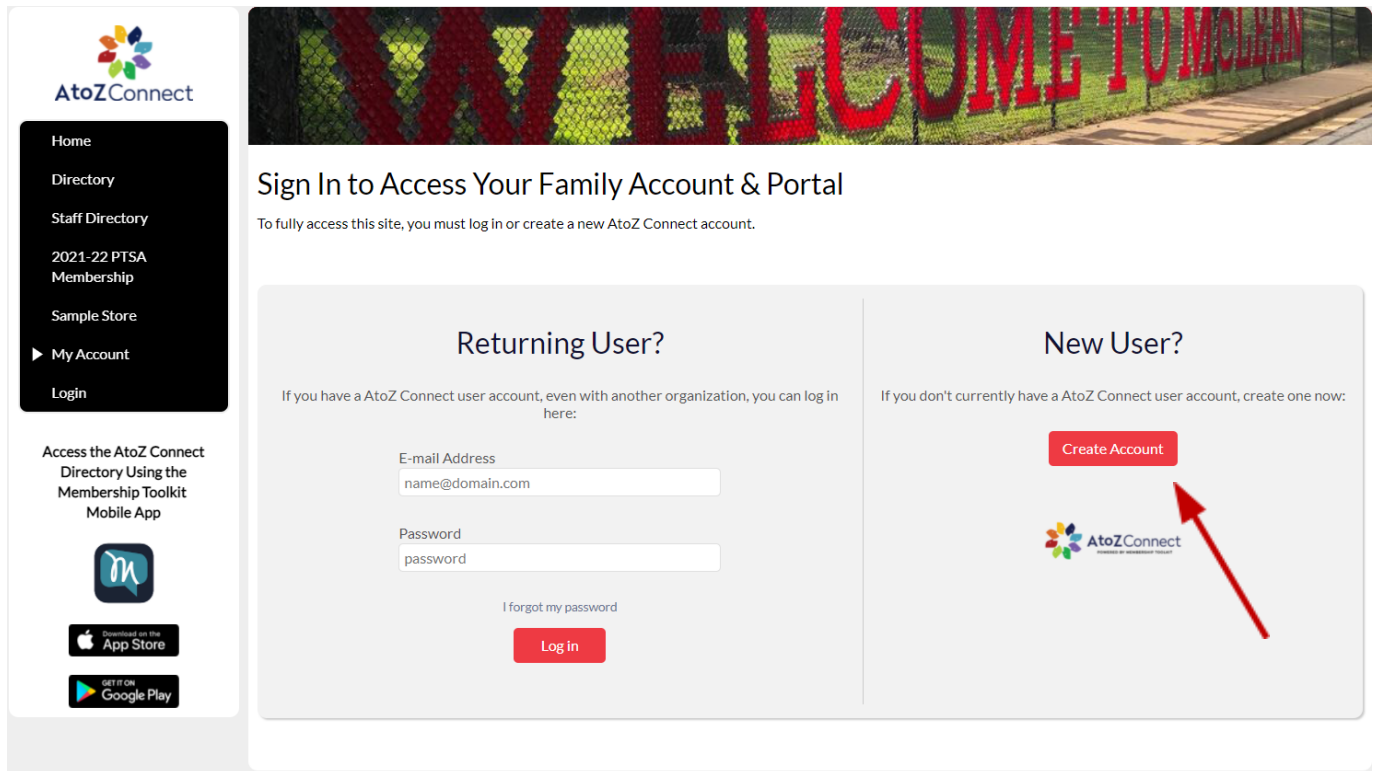


Instructions for creating an AtoZconnect account for families new to McLean High School

1. Click on the 'Don't have an account? Signup Now' link at the bottom of the 'Account Login' window:





The screenshot shows the AtoZConnect website interface. On the left is a dark sidebar with navigation links: Home, Directory, Staff Directory, 2021-22 PTSA Membership, Sample Store, My Account, and Login. Below these are links to download the mobile app from the App Store and Google Play. The main content area has a header banner with a 'WELCOME TO MCLEAN' sign. Below the banner is the title 'Sign In to Access Your Family Account & Portal' and a note that users must log in or create an account. There are two main sections: 'Returning User?' with email and password fields, a 'Log in' button, and a 'I forgot my password' link; and 'New User?' with a 'Create Account' button. A red arrow points to the 'Create Account' button.


AtoZConnect

Home
Directory
Staff Directory
2021-22 PTSA Membership
Sample Store
▶ My Account
Login

Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App







Sign In to Access Your Family Account & Portal

To fully access this site, you must log in or create a new AtoZ Connect account.

Returning User?

If you have a AtoZ Connect user account, even with another organization, you can log in here:

E-mail Address

Password


[I forgot my password](#)

[Log in](#)


New User?

If you don't currently have a AtoZ Connect user account, create one now:

[Create Account](#)




2. Complete the form with required information, and click "verify my email".



AtoZConnect


- Home
- Directory
- Staff Directory
- 2021-22 PTSA Membership
- Sample Store
- ▶ My Account
- Login

Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App



Download on the App Store

GET IT ON Google Play



Create Account

- 1 – Complete this form
- 2 – We will send you an email
- 3 – Click the link in the email message to verify your email address and complete the process

The link expires in 2 hours.

If you do not receive the email in the next few minutes, check the spam or junk folders in your email software.

First name
First

Last name
Last

Email address
name@domain.com
Your account will be your email address. You must have access to this account to complete this process.

Password

Retype password

Let's make sure you're human — what is 5 - 1?

Verify my email

cancel

3. Check your email Inbox for the email titled “Email verification for McLean High School PTSA”.
4. Click “verify my email”. (This link expires in 2 hours).

New Account Email Verification

Thank you for requesting a AtoZ Connect account from [McLean High School PTSA](#). Please click the button below to verify your email address:

Verify my email

This link expires in 2 hours

If this request was not made by you, please disregard this notice. No further action is required and no changes will be recorded.

PLEASE NOTE:
This email address cannot accept replies.
Do not try to reply to this message via email, no human will see it.

5. Input the password used at registration and create account.

Account Creation

Please verify your password to complete the account creation process.

Password

[cancel](#)

Create Account




6. Now you can update your family information, order memberships and make donations!


The screenshot shows the AtoZ Connect website interface. On the left is a dark sidebar with a white 'AtoZConnect' logo at the top. The sidebar menu includes: Home, Directory, Staff Directory, Membership & Donation, My Account (expanded), Update Directory Information (highlighted in red), Subscriptions, Previous Orders, and Logout. Below the menu, text reads 'Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App', followed by icons for the mobile app, the App Store, and Google Play. The main content area has a header image of a 'WELCOME TO MOUNTAIN' sign. Below this is the title 'YOUR FAMILY'S ACCOUNT PAGE' and the instruction 'Manage all your family's information and preferences here. Come back at any time to make updates.' A box titled 'Parent and Student Information' contains a link to 'Your Family Information' and a 'hide section' link.


AtoZConnect

- Home
- Directory
- Staff Directory
- Membership & Donation
- ▼ My Account
 - Update Directory Information**
 - Subscriptions
 - Previous Orders
- Logout

Access the AtoZ Connect Directory Using the Membership Toolkit Mobile App







YOUR FAMILY'S ACCOUNT PAGE

Manage all your family's information and preferences here. Come back at any time to make updates.

Parent and Student Information [hide section](#)

[Your Family Information](#)