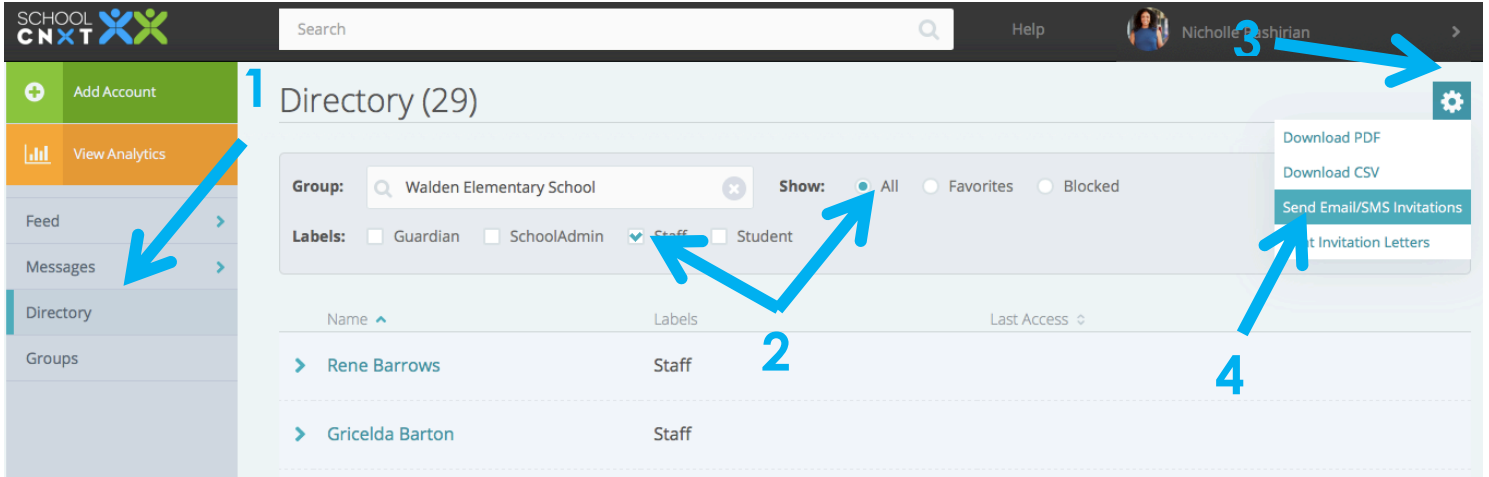


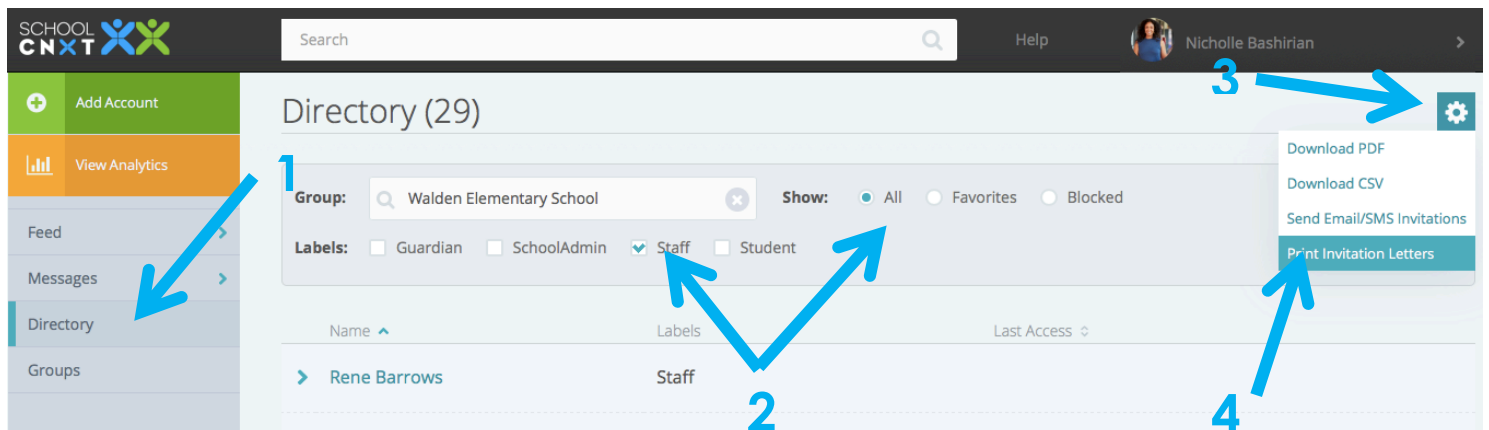
**You can send digital invitations to the entire school by following these steps:**

1. Select Directory on the left-hand navigation menu.
2. Leave the filter set to All and select the role(s) you'd like to invite (staff, guardians, etc).
3. Hover over the gear icon in the top right-hand corner.
4. Select Send Email/SMS Invitations to send invites to all users who have not yet activated their accounts.
5. A pop-up will appear confirming the invitations to be sent. Click OK.
6. Invitations will be sent by email and/or text message.



**You can also print invitation letters for the entire school by following these steps:**

1. Select Directory on the left-hand navigation menu.
2. Leave the filter set to All and select the role(s) you'd like to invite (staff, guardians, etc).
3. Hover over the gear icon in the top right-hand corner.
4. Select Print Invitation Letters to download invitations for all users who have not yet activated their accounts.
5. Invitation letters will appear in a separate tab.



**Note:** Guardians activate their own accounts, not their students, so please make sure you filter to guardians to invite your students' guardians!