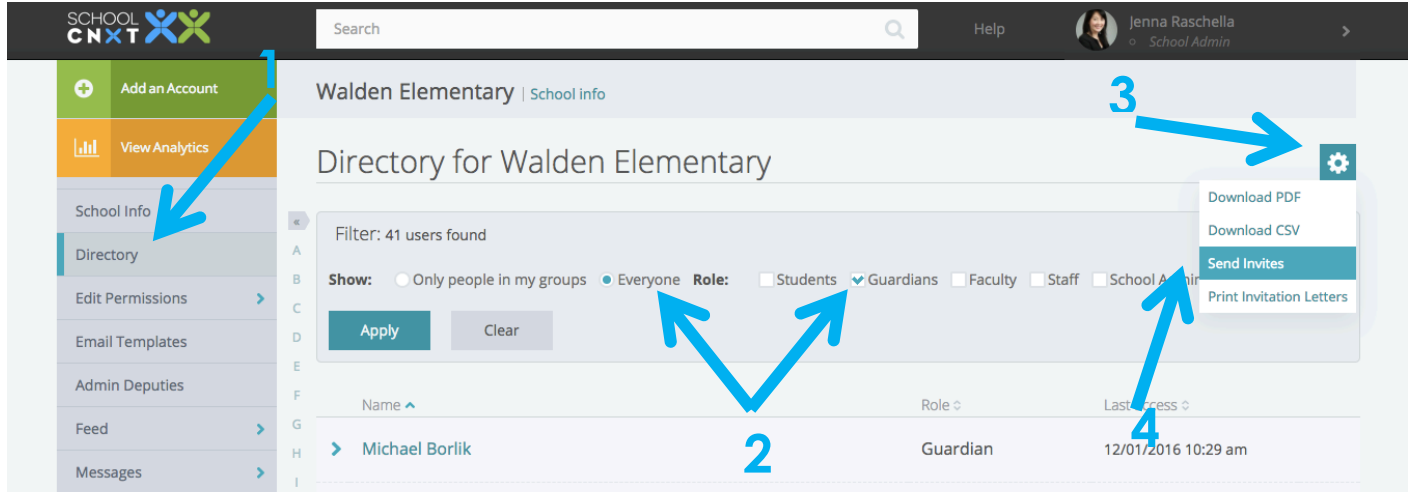




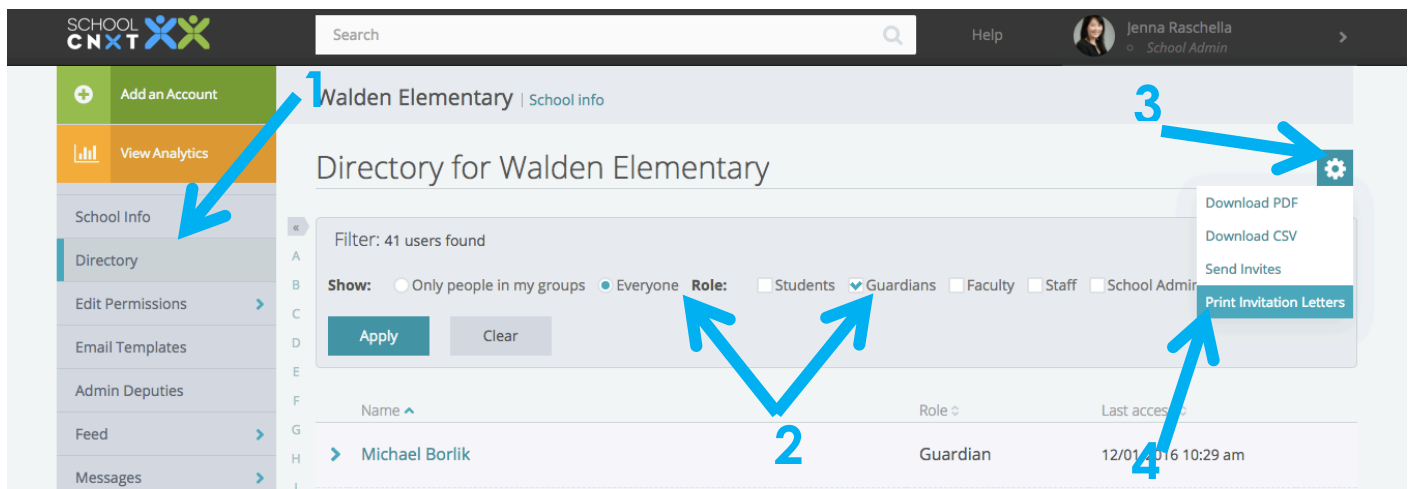
**You can send digital invitations to the entire school by following these steps:**

1. Select Directory on the left-hand navigation menu.
2. Filter to "All Users", select the role you'd like to invite (staff, guardians, etc), and click "apply".
3. Hover over the gear icon in the top right-hand corner.
4. Select "Send Invites" to send invites to all users who have not yet activated their accounts.
5. A notification will appear confirming that invitations were sent successfully.
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. Filter to "All Users", select the role you'd like to invite (staff, guardians, etc), and click "apply".
3. Hover over the gear icon in the top right-hand corner.
4. Invitation letters will appear for all users who have not yet activated their accounts.



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