

## Kenrose PTO Manager access (existing users)

1. Go to this web address: <http://www.kenrose.ptomanager.com>
2. Enter your email address and password. If you don't know the password, follow instructions under "Forgot your password" to retrieve it.
3. Click on the tab that says "My Information", and verify the data is correct in "Step 1 – (Volunteer Information)". Update any missing or incorrect information. Indicate how you want parent name(s) to appear in the Directory under the heading "Parents Names as they should be listed in the Directory". **Please do not choose "Do Not Email Me" or you will no longer receive the Electronic Newsletter notifications.** If you do not wish to be included in the student directory, you must check the box asking that you not be listed. When all information is correct, click "save".
4. Click on "Step 2 – (Volunteer Interests)" and choose any areas where you are interested in volunteering your time at Kenrose.
5. Click on "Step 3 – (Students)" and verify existing student information. **Click on "edit" beside each child's name to add your child's teacher.** In edit mode, click on the dropdown box for "Class", click on your child's teacher, then "save". To enter a child who is a new student, click on the "New Student" box. Enter the child's name, choose the child's teacher from the "Class" dropdown box, then "save" the data. It is not necessary to enter birthdays.
6. When you are finished making your changes, click "OK".

If you have questions or problems, please email us at [kenrosepto@comcast.net](mailto:kenrosepto@comcast.net).

## Kenrose PTO Manager Registration (new users)

1. Go to this web address: <http://www.kenrose.ptomanager.com>
2. Go to the block that says “**New PTO Manager User?**” and click to follow the instructions to sign up. Enter your email address and a password, then click “save”.
3. After keying in your email address and password, the system will automatically take you to the “Step 1 – (Volunteer Information)” tab. Enter your name, address, phone and email address. Indicate how you want parent name(s) to appear in the Directory under the heading “Parents Names as they should be listed in the Directory”. **Please do not choose “Do Not Email Me” or you will no longer receive the Electronic Newsletter notifications.** If you do not wish to be included in the student directory, you must check the box asking that you not be listed. When all information is correct, click “save”.
4. The “Step 2 – (Volunteer Interests)” tab appears next. Choose any areas where you are interested in volunteering your time at Kenrose. Click “save”.
5. The “Step 3 – (Students)” tab is next. Enter each student you have at Kenrose by clicking on the “New Student” box. Enter the child’s name, choose the child’s teacher from the “Class” dropdown box, then “save” the data. It is not necessary to enter birthdays.
6. When you are finished entering information, click “Login”. You will be returned to the homepage.
7. At any time, if you need to make changes to anything, including email address, log in and click on “My Information”. Make the necessary changes, then click “save”.

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