

Welcome to the River Forest School District Membership Toolkit platform. All directory information for the current school year is on this platform. Follow the directions below to create your account and access the new directory, you will need to the new River Forest Schools page, <https://riverforest.membershiptoolkit.com>

** If you have already created a new account through the new Membership Toolkit platform, please disregard the rest of this message.*

1. Click the **Create an Account** button the first time you visit this new site. Your previous account for the old system will not work on the new platform.

Membership TOOL KIT

Home
Directory
Staff Directory
▶ My Account
Login

Access the Directory Using the Membership Toolkit Mobile App

Download on the App Store

GET IT ON Google Play

River Forest Schools

Returning User?

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

E-mail Address

Password

Log in

[I forgot my password](#)

New User?

If you don't have a Membership Toolkit user account, you can create one now:

Create Account

Membership TOOL KIT

2. Fill out the Create Account form by following the directions listed at the top, and you will be sent a link to the email address you provide in the form to confirm your account.

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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

Last name

Email address

Your account will be your email address. You must have access to this account to complete this process.

Password

3. Once you have completed the form, click the **Verify my Email** button.

...this account to complete this process.

Password
.....

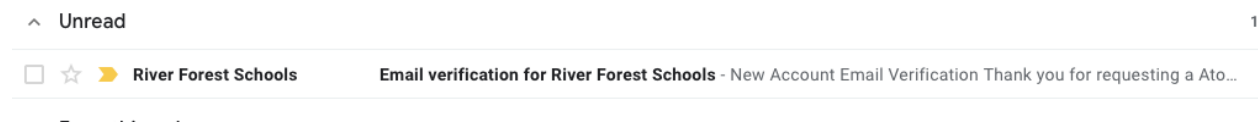
Retype password
.....

Let's make sure you're human — what is 5 + 3?
8

Verify my email ←

cancel

4. Next, go to the Inbox of the email you entered on the form. The subject of the email will be “Email verification for River Forest Schools”



5. Click the **Verify My Email** button within the email.

New Account Email Verification

Thank you for requesting a AtoZ Connect account from [River Forest Schools](#). 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.

6. Enter the password you created on the Create Account form back in step 2, then click the **Create Account** button

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Account Creation

Please verify your password to complete the account creation process.

Password
.....

cancel **Create Account** →

7. Click on the ***Your Family Information*** link to view or edit any of the information the directory has on file for your family.

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Success
Welcome, Test

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

○ Directory Publish Preferences

8. Click on the ***Directory Publish Preferences*** link to change the directory access for your account. Uncheck any of the information you do not want published in the directory, and click the ***Save*** button.

*****If you do not complete this step, you will not be able to view the directory. The default is “No” – you have to change it to “Yes”.***

Directory Information

Do you want your information published in the directory?
If you select "Yes" you will be asked to specify exactly what information you wish to publish.

Yes

Test
(Parent)

✔ Email: teststudent@district90.org

✔ Name: Test Parent

✔ Address: 1234 Bulldog Way, River Forest, IL 60305

□ Home Phone:

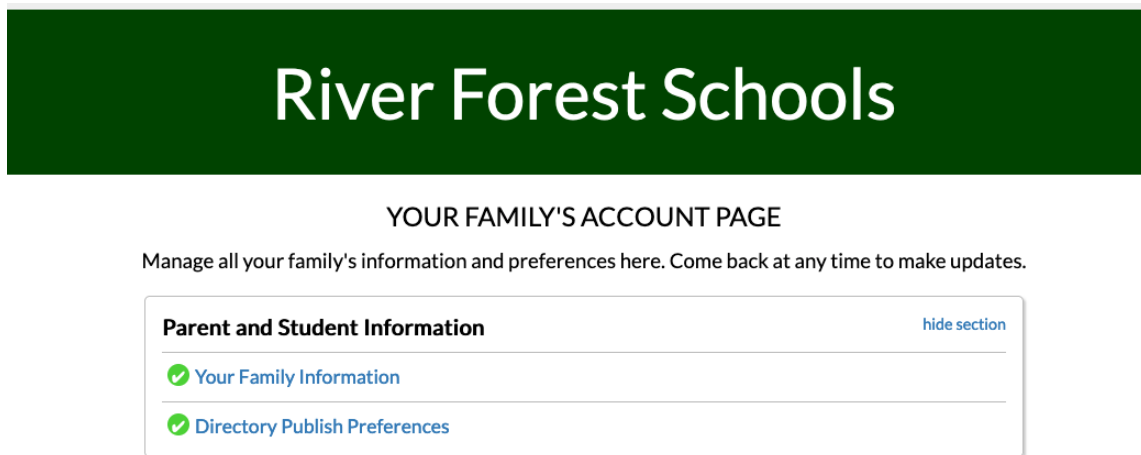
✔ Work Phone:

□ Cell Phone:

< Cancel

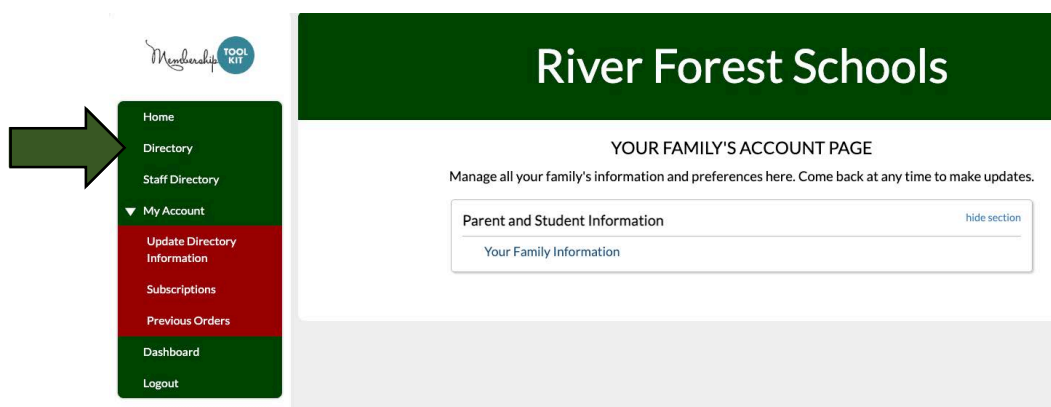
Save

9. Both the ***Family Information & Directory Publish Preferences*** should have a green check mark next to them to indicate they have been completed.



10. Lastly, click on Directory to view the directory.

****Please note, it does take some time for your directory preferences to take effect.***



11. Once you have created a new account, you can download the new Membership Toolkit Mobile App.