We are pleased to introduce PTOffice and our new dedicated Mountainside NJ PTO Website!

Please see below for instructions on how to register with the website and update your directory profile. Thank you for joining and supporting the PTO!

Step 1: Visit https://mountainsidenjpto.ptoffice.com/ and click 'Profile / Register' (top right corner).

Step 2: Enter your e-mail address and click 'Go'.

Step 3: Choose your State (NJ) and Organization (Mountainside NJ PTO) from the dropdown menus and click 'Continue'.

Step 4: Enter the case-sensitive temporary password - **msidenjPTO2017** - and click 'Begin Registration'.

Step 5: Enter 'First Name' and 'Last Name', enter your desired password, and click 'Continue Registration'.

DID THE SYSTEM FIND A MATCH TO SOMEONE IN YOUR HOUSEHOLD?

IF NO:

Step 6: Select 'Create New Family Unit'. 'Add Parent' details including mobile phone number and full home address. **Be sure to place a check mark next to any fields that you wish to be available to others in the print directory or online.** Click 'Save'.

Step 7: Click 'ADD STUDENT' located under 'Family Details'. 'Add Student' details, but please **limit to 'First Name', 'Last Name', and 'Grade' only. Be sure to place a check mark next to any fields that you wish to be available to others in the print directory or online.** Click 'Save'. Repeat this step for additional students within the household. Click 'Continue Registration'.

IF YES:

Step 6: Click on your name under the appropriate 'Household #'. 'Edit Parent' details as needed including mobile phone number and full home address. **Be sure to place a check mark next to any fields that you wish to be available to others in the print directory or online.** Click 'Save'.

Step 7: **Click on Student Name(s) to 'Edit Student' details as needed, but please limit to 'First Name', 'Last Name', and 'Grade' only. Be sure to place a check mark next to any fields that you wish to be available to others in the print directory or online.** Click 'Save'. Repeat this step for additional students within the household. **If a new student is entering the district, 'Add Student' details, but please limit to 'First Name', 'Last Name', and 'Grade' only.** Click 'Save'. Click 'Continue Registration'.

Step 8: Confirm you are not a robot and click 'Continue Registration' again.

Step 9: Click 'Finish'. Your profile page will appear.

Step 10: Select 'ADD PARENT' if additional parents would like to become members and be listed in the directory or click on the other listed parent to update their details. Click 'Save'.

Please note your profile and hide/show settings can be updated via the site at any time; however, any changes made after September 13th cannot be guaranteed to be included in the print Student Directory.

Registration Deadline: Wednesday, September 13th