

A to Z Connect Signup Guide

1. Visit www.atozconnect.com
2. Click LOGIN on the top right corner
3. Click **Don't have an account? Signup Now**
4. Enter School Zip Code (20707)

Selection our School
Enter your email
Enter # if you like
Click **Continue**.

5. Proceed to complete the required fields and optional field you choose on the next 3 tabs.

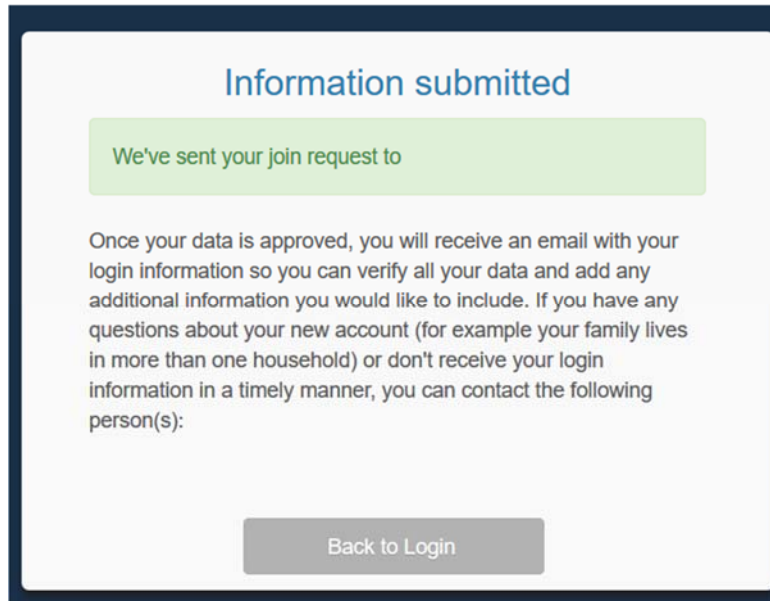
6. Click **Create Account**

The screenshot shows the AtoZConnect logo at the top. Below it, the heading reads "Let's check if you're in our database" with the subtext "We need a few additional details to find your account." The form contains the following fields: "Enter School ZIP Code *" with the value "20707"; "Select School *" with a dropdown menu showing "Chesapeake Math and IT Public Charter Laurel MD 2"; "Enter Email" with the value "john.doe@gmail.com"; and "Enter Mobile Phone" with the value "240-240-5555". A "Continue" button is visible at the bottom right, with a red arrow pointing to it. A link "Have an account? Log in" is also present at the bottom.

This block contains three overlapping screenshots of the signup process. The leftmost screenshot is titled "We were..." and shows the "Add Home" step with fields for Address, City, State, ZIP, and Home Phone. The middle screenshot is titled "We weren't a..." and shows the "Add Parents" step with fields for Parent 1 First Name, Last Name, Phone Cell, and Email. The rightmost screenshot is titled "We weren't able to find you" and shows the "Add Students" step with fields for Student 1 First Name, Last Name, and Grade, along with an "Add Another" button and a "No Students" checkbox. A blue arrow points to the "Create account" button at the bottom of the rightmost screenshot.

7. You will receive a notice that your information was submitted.

8. You will also receive an email confirmation from AtoZ Connect.



Note: The PTO will receive your request and approve it within the system within 3 days.

10. You will then receive an email from AtoZConnect notifying you of your approval.

11. Open email, click “**Login & Update Info**” and log into the site and verify your information.

At this time, you can make decisions about what information is displayed in the Directory.

Account Approved!

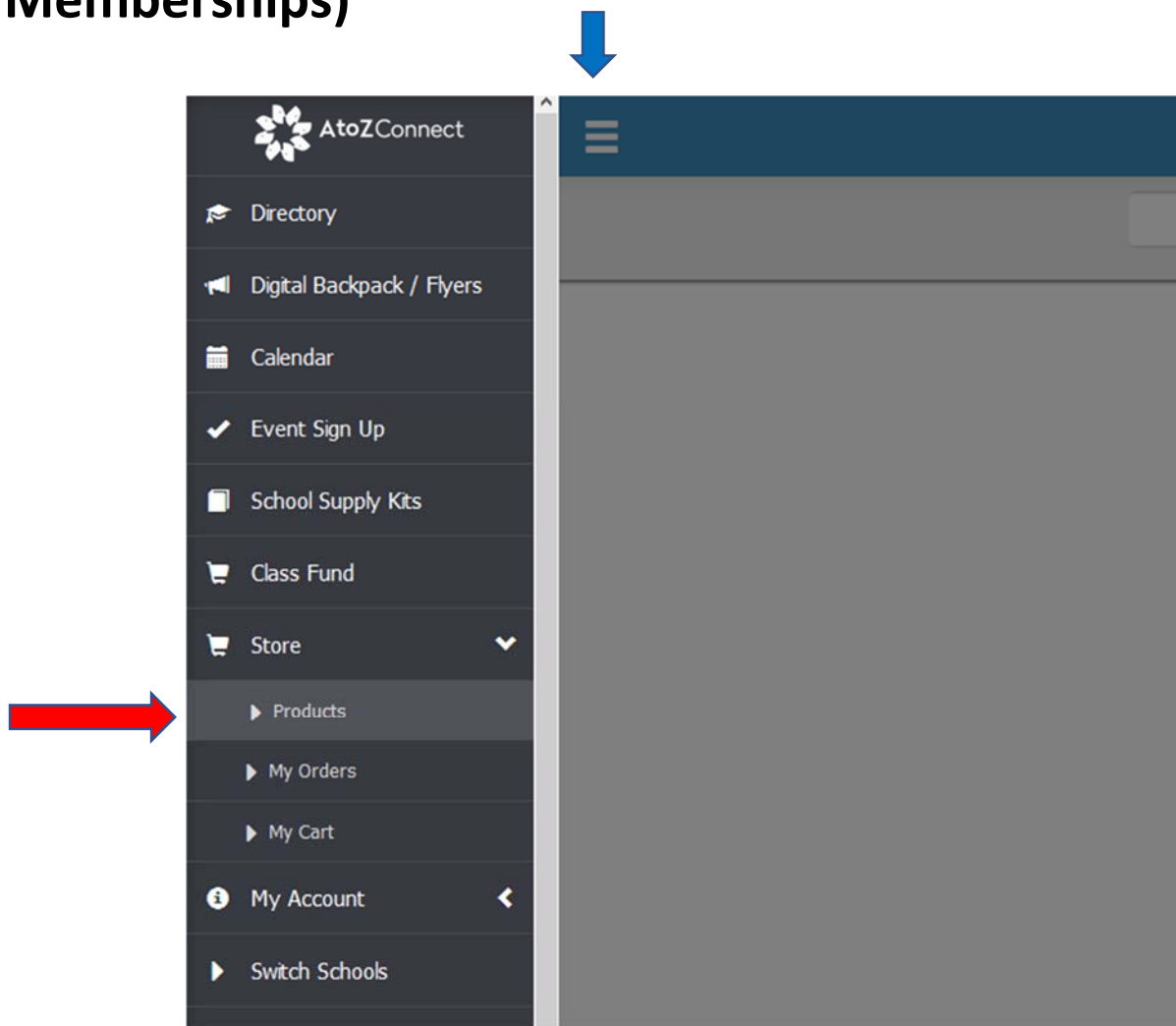
Welcome to AtoZ Connect! Your User Join Request for Chesapeake Math and IT Public Charter was approved.

To get started, just click the button below to login and update your login information.



12. The **last important step** (if you have not already made a PTO membership payment) is as follows:

13. Click the **menu bar** on the left corner. This will pull up the side menu below. Select **Products** and proceed to make your \$10 PTO Membership Purchase. (\$20 for 2 Memberships)



For questions contact information@cmitnorthpto.org