



All LBJ & LASA parents who opted in have been set up as users for **DirectorySpot** using the email submitted to AISD when you registered your student. Download DirectorySpot for free from the App Store (iPhone users) or Google Play (Android users), and access is also available on the web at [www.directoryspot.net](http://www.directoryspot.net)

### **FOR SMARTPHONE USERS**

Download the DirectorySpot app by going to your app store and searching "**DirectorySpot**" or by clicking on the appropriate link here: iPhone - <http://goo.gl/5U2Tzq> or Android - <http://goo.gl/iBK9IY>

1. Launch DirectorySpot, enter your AISD submitted email address as your Username, and click on "Reset Password."
2. Click on the link in your email to set your password, relaunch the DirectorySpot app, and login with your username and password.

### **FOR TABLET, MAC, OR DESKTOP PC USERS**

1. Go to [directoryspot.net](http://directoryspot.net) and click on "Login" in the upper right hand corner.
2. Enter your AISD submitted email address as your Username, and click on "Reset Password." An email will be sent to you with a link to set your password.
3. Click on the link in your email to set your password and login.

*Note – if downloading to an iPad, just search for "iPhone apps" and you will find DirectorySpot.*

Be sure to check out all the cool features, such as the **auto dial** when you click on a phone number, or the **auto launching of maps** when you click on an address. DirectorySpot will even **autocreate an email** if you click on someone's email address.

#### **HAVING ISSUES LOGGING IN?**

- Check your **email address** – try another if you have multiple
- Check your **spam folder** – the password reset email sometimes goes spam
- If you have tried all your email addresses, you probably Opted Out with AISD and need to request to Opt In by filling out <http://goo.gl/forms/61FWYnwp6q>

When you log in **DOUBLE-CHECK YOUR FAMILY CONTACT INFORMATION** – we pulled directly from the AISD registrar database. If there is data you would like to change, you have edit access for your own family. Click **HERE** (<https://directoryspot.zendesk.com/hc/en-us/articles/206366136-How-to-edit-your-own-family-data>) for instructions if you need assistance to figure it out.