

[back to newsletters](#)

Originally delivered on 9/25/2020 11:16 am

Action Required: LCJSMS PTO Directory Confirmation



Action needed by SUNDAY 9/27, 9pm!

Welcome to the LCJSMS Directory

The LCJSMS PTO is once again providing the Membership Toolkit online directory for the middle school community. This year we will also be using additional MTK functionality, such as volunteer sign ups, email communications, and the PTO store.

For those who were part of the LCJSMS family last year, your family and student information has carried over. NEW STUDENTS have been downloaded into MTK from Genesis. What we need from ALL of you is to:

1. log in and confirm your data is current and accurate
2. choose what info you'd like others to see

On Sunday Sept 27 at 9pm we will turn on directory access, so please confirm your data and choose your privacy settings before then. This year more than ever it will be important for us to all be in touch, now is your chance to ensure your child's friends and classmates can reach out to them.

REQUIRED STEPS:

1. Go to <https://lcjsms.membershiptoolkit.com/home>
2. **If you already have an account with another organization/school that uses MTK** you can use the same email and password to login. Please proceed to step
- 3.

CREATING AN ACCOUNT

If you don't have a MTK account then Click on the Register/Login button.

- Select "Create Account"

- **PLEASE USE THE EMAIL ADDRESS WHERE YOU RECEIVED THIS EMAIL.**

Please do NOT use a different email because you will create a second family record and your child will be listed twice in the directory. Only AFTER you have created your account, you may change your login email

- Enter your name, email address where you received this, and chosen password, and click "verify my email". Check your email for a link to complete the process. The link expires in 2 hours. If you do not receive the email, be sure to check your spam or junk folders.

- Once you have verified your email address, you may log back in and finish the registration process.

3. After logging in, complete or update the Parent/Family and Student Information.
NOTE: Be sure to check your phone numbers as they often come in unlabeled from Genesis.

4. Complete the Directory Privacy Preferences for the information you want included/excluded.

5. Consider making a donation to the PTO!

Once we have given parents a reasonable time to update their privacy options, we will go live.

To use the directory remember to bookmark

<https://lcjsms.membershiptoolkit.com/home> or download the available app. (links located at the bottom of the MTK home page) **THANK YOU** for helping us make our LCJSMS Directory accurate and complete!

Questions? - Contact us at lcjsms.pto.directory@gmail.com

Lawton C Johnson Summit Middle School

272 Morris Avenue

Summit, NJ 07901