

Federated Online Directory: MobileArq

“I’m a paid HSA member, how do I access the Directory?”

- Your school’s Handbook Coordinator (see list below) will send you an email via MobileArq. (The sender will be “support-grhsa@mobilearq.com”)
- The email contains a link to MobileArq, where you change your password and edit your profile. (You can change, hide or add any of your information.)
- Once you click on the link, you will have **24 hours** to change your password; please review and edit your information at this time.
- The default status of all email addresses is to stay hidden. You must change that field to “Everyone” if you would like your email visible.
- Any families that would like two (2) addresses in the directory, please email allisan.emes@gmail.com directly with student name, parent name, address and email.
- Don’t forget to download the FREE App for your phone in your mobile App Store: MobileArq – School Directory
- If you would like a printable PDF of the directory please email your school’s Handbook Coordinator after November 20, 2017:
 - Byrd = Leslie Kossar lesliekossar@gmail.com
 - Central = Debbie Holman debbie19holman@yahoo.com
 - Coleman = Allisan Emes allisan.emes@gmail.com
 - Hamilton = Kimberley Kafafian kkafafian@gmail.com
 - MS/HS = Michele Sapoff mm1212@aol.com
or Merri Kapiloff merrifkapiloff@gmail.com
- **Questions:** contact Allisan Emes, the Federated Handbook Coordinator, at allisan.emes@gmail.com
- **Video tutorial** of how to edit your profile information:
<https://www.youtube.com/watch?v=2EHdmc6EGCs>
- **Step by step navigation:** <http://www.grfederatedhsa.org/online-directory.html>
click on “Download Step-By-Step Guide”