Membership Toolkit Invitation/Instructions
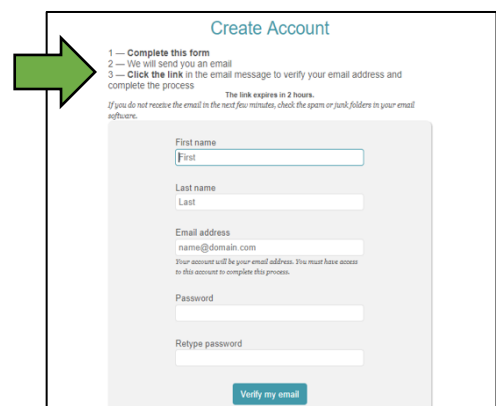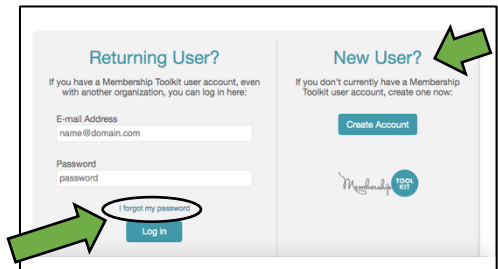
If you are a **returning** staff member:

1.) Login to the app or website to reactivate yourself in the system.

2.) There will be a notice at the top of the login page that says, **"Your personal information is out of date and needs to be updated. Please take a moment and review it here."** Follow the prompts and update any information (if applicable). *If you have forgotten your password, use the link below the login that says, "I forgot my password" and follow the steps.*

3.) Once you have completed all the information, it will take you to the page that says "Welcome, Northshore Knights!" and you will need to fill out the **Faculty/Staff Favorite Things 2021-2022** form, which you can only submit once. *If it does not take you to that page, go under the "My Account" tab and then click/tap on "My Forms/Paperwork" and that page will show the forms.* **If you have no changes to your Favorite Things form from last year, you do not need to fill it out again.**

If you are a **new** staff member:

1.) From a **computer**, go to: northshorepta.membershiptoolkit.com

2.) Select the **Register/Log In** button.

3.) Select "**Create Account**" and fill in name, email, and password.

4.) Select "**Verify my email**" and then check your email for a link to complete the process. Please note that the link expires in 2 hours. *(If you do not receive the email, check your spam folder.)*

5.) Once you have verified your email address, log back in and finish the registration process:
   - Complete the **Parent/Guardian** and **Student Information** forms (if you have students at Northshore).
   - Complete the **Directory & Publish Preferences** form.
   - Complete the **Faculty/Staff Favorite Things 2021-2022** form.

6.) Once the Primary Account has been set up, the **Primary User can "invite" other email addresses** to access his/her account. This allows the Secondary User to have their own login information, but still have access to the family account.

7.) Please download the Membership Toolkit App (available for both iPhone and Android). You will use the same login as the website!

Questions? - Please contact Mia Slager at miaslager79@gmail.com