



Archway Trivium West and Trivium Prep are pleased to announce that we will be using Fourleaf for our online family directory this year. Some key advantages to our new directory will be:

- Convenient. Access from any device, anytime, anywhere. On your smartphone, tap to call, text, email or get directions.
- Searchable. One box search makes finding what you're looking for quick and easy.
- Up-to-date and in control. Parents control what information is viewable to others and can update their information at any time.
- Secure. Each adult in Fourleaf has their own account based on an email address and secure password.

Both Archway Trivium West and Trivium Prep will be using Fourleaf for their family online directory this fall. While Fourleaf will allow you to access **all** your Fourleaf directories from one login, to get started you will need to go to **each** specific school Fourleaf URL to request access (Archway Trivium East will also be using Fourleaf in case you have students at more than one school).

To join the **Archway Trivium West** directory, go to <https://www.fourleaf.net/archwaytriviumwest> and enter the contact information for your family along with the names of your ATW students.

To join the **Trivium Prep** directory, go to <https://www.fourleaf.net/triviumprep> and enter the contact information for your family along with the names of your Prep students.

***For parents with students at both ATW and Prep**, you will need enter your contact information in **both** directories (please try to use the same email, and contact information for both schools).

*A note to parents of students at Archway Trivium East who are already using Fourleaf: If you already have an account with Fourleaf, and want to join the Fourleaf Directory for either ATW or Trivium Prep, go to the URL listed above for the new school and enter your email/password. You will see the option to Register a new student to the new organization. If haven't already done so, to request access for Archway Trivium East, go to <https://www.fourleaf.net/archwaytriviumeast> and enter your contact information and names of your ATE students.

*Once you have completed this process for the directories you would like to join, you will receive an activation email to finalize your account and create a password. Access to Fourleaf is restricted to our school community so you will be pending access until your registration is approved (**this sometimes takes a day or two, so please be patient**). ***Please note, you will ONLY be allowed access to the academy you have students enrolled in. All others will be denied access.***

Accounts in Fourleaf are individual adult accounts and based on an email address and password. Each adult will have only one account in Fourleaf regardless of the number of schools your students attend. Fourleaf manages your access to each directory from one account/password. Please be advised, the directory will no longer be available after June 15, 2017. **Important:** This directory is for non-commercial purposes and should only be used to facilitate academic and social life activities within Trivium communities.

If you have any questions regarding registration please contact: jschutten@triviumprep.org