

NEW in 2023-2024! We are excited to launch a brand-new platform for the new School-wide Class Directory and one stop shop for Volunteer Sign Ups!

We invite you to visit the [Archway Trivium PSO Membership Toolkit](#) website to create an account and explore our new site!

Once you do, you will have access to upcoming calendar events, volunteer opportunities and the new school directory for the 2023-2024 school year.

While we are excited to launch this new platform, we anticipate a learning curve and possibly a few changes as we begin utilizing this software. We look forward to suggestions on ways to help better serve our community and request patience as we grow in this area!

Here's what you need to do:

1. Go to the [Archway Trivium PSO Membership Toolkit](#) website.
2. Click on the Register/Login button.
3. If you already have an account on Membership Toolkit, you can use the same email and password to login. You can then proceed to step 7 below.
4. If you do not have an account, select "Create Account", and fill in the name, email, and password information.
5. Click "verify my email" and then check your email for a link to complete the process.
 - a. The link expires in 2 hours. If you do not receive the email, check your spam, or junk folders.
6. Once you have verified your email address, log back in and complete the following steps.
7. Complete the Parent/Family and Student Information
 - a. Note if you create your account prior to Meet the Teacher on July 31, you will need to update your account to add your teachers.
8. Complete the Directory/Publish Preferences (the directory will be published by 9/15/23)
 - a. The more sign ups we get early on, the sooner it will be ready to go!
 - b. You will be able to change this at your preference throughout the year!
9. Once these steps are complete, you will be able to select Volunteer Opportunities and view the calendar!

Once your account is set up, the Primary User can "invite" other email addresses to his or her account. This allows the Secondary User (think spouse or grandparents!) to have their own login information, but still access the family account.

We are excited to see this platform come to life and can't wait for the conveniences and natural streamlining that will take shape as we utilize it!

Questions? Please don't hesitate to contact us at vp.archwaytriviumps@gmail.com and community.archwaytriviumps@gmail.com