

REGISTERING FOR PT AVENUE:

- Use a search engine such as google. The system is not compatible with Safari.
- When/if a password is emailed to you; refresh the page and type in the password. The system will not work, if the password is copied and pasted.
- You can change your password once registered under Change Password.
- List the parent/guardian as the primary member. Add students who are in grades K-8.
- Update your telephone number, address and any other information which needs updating.
- If you would like to be in the 2017/18 School Directory, please select Directory Options (the directory is sorted by student name, school and grade. (Please make sure this information is entered).
- Please follow the steps accordingly and carefully.

NOTE: If you have been in the district since 2016/17; you SHOULD be entered in the database. Follow set B directions. If you find you are not in the database, follow set A directions. All new families will follow Set A directions.

A: If you are a new family to the district,

1. Enter link <https://www.pt-avenue.com/login.asp>
2. Enter organization code rivervalepta
3. Click register
4. Enter the primary contacts first and last name, and member type
5. Click I am not on this list
6. Enter your contact information (leave enter school field blank for primary contact) and select the school directory options, create a password
7. Click Add New Primary Contact
8. Select yes to add additional adults/students to your household. Enter school for each child in the enter school field (this is important for the directory)
9. Click Update Family Member for each page
10. Click to Finish-select OK
11. You can then visit <https://www.pt-avenue.com> to view the directory (will be available by end of Sept) and view the district calendar. PTA Membership sign up information will be available soon.

B: If you have been in the district since 2016/17

1. Enter link <https://www.pt-avenue.com/login.asp>
2. Enter organization code rivervalepta
3. Click My Household
4. Click I need a Password
5. Enter the information requested
6. Click Create Family Password (A password will be emailed to you)
7. Go back to the logon screen (<https://www.pt-avenue.com/myfamR.asp>)
8. Type in your email and TYPE the password you received through email
9. Click Enter Password. Your contact screen will appear
10. Update all contact information, select directory options, leave enter school field blank under primary contact. Add additional adults/students. Enter school for each child in the Enter School Field (this is important for the directory). Change your password.
11. Click Update Family Member for each page
12. Exit

Thank you for taking the time to add/update your family information. If you need additional support please contact Cheryl Berkowitz at cdunkiel@hotmail.com.