

## OSBORN HILL SCHOOL MOBILE DIRECTORY 2018-2019: SIGN UP

The 2018-2019 Osborn Hill School mobile school directory has been compiled. To access this mobile directory, all members of the Osborn Hill School community, parents, faculty and staff need to complete a simple, three-step, 'Sign Up' process.

Video tutorials on directory registration and usage are available at <https://bit.ly/MobileArq-Tutorials>



**Step 1.** Download the MobileArq Directory App on your mobile device using the links below (click the schools icon) and access the login page. If you already have the MobileArq app you do not need to download again. Just open the App on your mobile device.

App Store: <http://bit.ly/MA-Apple-link>

Google Play: <http://bit.ly/MA-android-app-link>

If you need to access the directory from your laptop or desktop, then please go to the link <https://mobilearq.com/schooldirectory>.

**Step 2. Parents:** Click the '[PARENT SIGN UP](#)' button  
**Faculty & Staff:** Click the '[TEACHER SIGN UP](#)' button  
Enter your email ID and Name on the Sign Up page.  
For Code, enter **ohs** Make sure the 3 consent boxes are checked off.

**Step 3.** Click the '**SIGN UP**' button

Step 4. Choose if you want 1 Vote for \$20 or 2 Votes for \$25

Step 5. Click **PROCEED TO PAY** (you may need to scroll down to see **PROCEED TO PAY**)

Step 6. Enter your payment information and click Submit

Following successful registration, you will receive an email from MobileArq. The email will confirm your registration, payment and provide an auto-login link to access the directory. Open this email and click on "[click here](#)". You will be directed to a page to set your MobileArq password. Please generate a new password before the temporary auto-login link **EXPIRES IN 24 HRS** after it is sent to you. Once you have set your password, you will be able to login to MoibilArq using your email address and password. You may need to fully close the MobilArq app and re-open to see the login page.

### Helpful Hints:

1. To ensure that your email server does not filter the email from MobileArq to a spam folder, please add [support@mobilearq.com](mailto:support@mobilearq.com) to the address book of your email server.

If you have any trouble with the directory registration or access, please contact [support@mobilearq.com](mailto:support@mobilearq.com)

Thank you,  
OHS PTA & MobileArq