



Archway Trivium West is pleased to announce that we will continue to use Fourleaf as our online family directory during the 2017-2018 school year. Some key advantages to the ATW directory are:

- 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.

If you joined the Archway Trivium West directory last year, then you are all set! Your information is already in the directory and will be organized appropriately after classroom assignments have been made. If you did not join the Archway Trivium West directory last year or are new to Archway Trivium West, go to <https://www.fourleaf.net/archwaytriviumwest> and enter the contact information for your family along with the names of your ATW students.

***Once you have completed this process, 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. Fourleaf manages your access to each directory from one account/password. **Important:** This directory is for non-commercial purposes and should only be used to facilitate academic and social life activities within the ATW community.

For general questions about how Fourleaf is used at ATW, or for help getting signed up, please contact Jennifer Dickman at [archwaywestvp@gmail.com](mailto:archwaywestvp@gmail.com). For questions regarding registration/approval status, please contact Mrs. Dammeir at [ddammeir@archwaytrivium.org](mailto:ddammeir@archwaytrivium.org).