

# Federated Online Directory: MobileArq

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“I’m a paid HSA member, how do I access the Directory?”

- Your school’s Handbook Coordinator will send you an email via MobileArq (sender will be support-grhsa@mobilearq.com)
- In this email, there will be a link to MobileArq where you change your password and edit your profile (change, hide or add any of your information)
- You will have 24 hours to change your password once you click on the link; please review and edit your information at this time
- All emails default as hidden in the system, you must change that field to “Everyone” if you would like your email visible
- Any families that would like 2 addresses in the directory, please email Allisan Emes [allisan.emes@gmail.com](mailto:allisan.emes@gmail.com) directly with student name, parent name, address and email
- Don’t forget to download the FREE App for your phone in your mobile App Store: MobileArq – School Directory
- If you would like a printable PDF of the directory please email your school’s Handbook Coordinator directly after November 20, 2017
  - Byrd = Leslie Kossar [lesliekossar@gmail.com](mailto:lesliekossar@gmail.com)
  - Central = Debbie Holman [debbie19holman@yahoo.com](mailto:debbie19holman@yahoo.com)
  - Coleman = Allisan Emes [allisan.emes@gmail.com](mailto:allisan.emes@gmail.com)
  - Hamilton = Kimberley Kafafian [kkafafian@gmail.com](mailto:kkafafian@gmail.com)
  - MS/HS = Michele Sapoff [mm1212@aol.com](mailto:mm1212@aol.com) & Merri Kapiloff [merrifkapiloff@gmail.com](mailto:merrifkapiloff@gmail.com)
- Any questions, please contact the Federated Handbook Coordinator Allisan Emes [allisan.emes@gmail.com](mailto:allisan.emes@gmail.com)
- For a video tutorial of how to edit your profile information please go to <https://www.youtube.com/watch?v=2EHdmc6EGCs>
- For a step by step navigation visual, please go to <http://www.grfederatedhsa.org/online-directory.html> and click on “Download Step-By-Step Guide”