

# mySTUART

## Guide to Navigating Student, Parent, & Custom Directories

1. [Log in to your myStuart account.](#)
2. Click on "Directories" found in the top navigation bar on the left side of the window if working on a desktop computer, or in the dropdown "hamburger" menu on your mobile device.
3. Select either the Student or Parent Directory
4. Click the magnifying glass next to the Search bar to load all records.
5. You can search as follows:
  - Search by name using the search bar
  - Advanced Search tools will allow you to search by:
    - Grade Level
    - Home City
6. Display Options on desktop include: View by List, Grid, Map or Print (see icons on the right)
7. My Contacts (your custom directory): To save contacts to "My Contacts", simply go to the directory listing and click on "Options" and select "Add to Contacts"

The screenshot shows the mySTUART web application interface. At the top, there is a green navigation bar with the mySTUART logo on the left and search, notification, and user profile icons on the right. Below the navigation bar, there is a secondary menu with icons for Stuart, Resources, News, Calendar, and Directories (with a sub-menu indicator). The main content area is titled "Students Directory" and includes a search bar, a "Students" dropdown, and a search button. The search results show 436 total results, with a note that the maximum number of matches reached is 200. The results list includes names like Campbell Adams '21, Janiah Adams '21, and Asmita Adva '21, each with a "Show additional Information" button and an "Options" dropdown. On the right side, there is a "Student Grade" filter menu with options like All, Early Childhood 2's (10), Early Childhood 3's (13), Early Childhood 4's (8), Junior Kindergarten (6), and Kindergarten (12). At the bottom, there is a "Home City" filter menu. The URL at the bottom of the page is <https://stuartschool.myschoolapp.com/app/parent#directory/1997>.

If you have questions, please email [mySTUARThelp@stuartschool.org](mailto:mySTUARThelp@stuartschool.org)