



Those with admin accounts in SchoolCNXT can send digital invitations to their entire school community or those of a given role type by following the steps below.

This must be done on the web app.

1. Select Directory.
2. If applicable, filter to the role type you would like to invite (i.e., only staff). If you do not check any boxes, you will invite your entire school community. *Note: Student accounts are disabled by default. Unless your school has requested that they be enabled, students will not be invited.*
3. Click the gear icon in the top right-hand corner of your screen.
4. Select Send Email/SMS Invitations to send digital invitations. These will go out via email or text message depending on the contact information for each user.
Confirm
5. Select Print Invitation Letters if you want to print physical invitations. These will print out alphabetically within homeroom.

*Note: Only those who have not yet activated their accounts will receive invitations.

The screenshot shows the SchoolCNXT web app interface. The left sidebar contains navigation options: Add Account, View Analytics, Feed, Messages (with a notification badge of 6), Directory (circled in red with a '1'), and Groups. The main content area is titled 'Directory (6)'. At the top, there is a search bar and a user profile for 'Man Turner'. Below the title, there are filters for 'Group' (District Admin Test Group) and 'Show' (All, Favorites, Blocked). The 'Labels' section has checkboxes for 'DistrictAdmin', 'Guardian' (checked), 'SchoolAdmin', 'Staff' (checked), and 'Student'. A red circle with a '2' highlights the 'Guardian' and 'Staff' labels. In the top right corner, there is a gear icon (circled in red with a '3') and a dropdown menu with options: 'Download PDF', 'Download CSV', 'Send Email/SMS Invitations' (circled in red with '4&5'), and 'Print Invitation Letters' (circled in red with '4&5'). Below the filters is a table of users:

Name	Labels	Last Access
AA Angel Abernathy	Guardian	09/25/2019 08:22 AM
EA Eulalia Abernathy	Guardian	
RA Rudolph Abshire	Staff	12/20/2019 10:06 AM
HA Hope Adams	Guardian	12/19/2019 09:49 AM
PJ Penelope Jones	Guardian	
MT Man Turner	SchoolAdmin, Staff	08/07/2020 03:30 PM