

# How to Update Your GreatSchools Profile



The deadline for profile completion is **December 1, 2014**. This deadline gives GreatSchools and our office time to check that all school information is accurate for the 2015-16 printed school guide. If you would like to submit photos to be included in the school guide, please email them to [greatschools@indy.gov](mailto:greatschools@indy.gov) with your school name as the subject line.

## 1. Create an account

- Go to [www.greatschools.org/indianapolis](http://www.greatschools.org/indianapolis) to log in to your account or create a provisional account
- Check your email to verify the email address associated with your provisional account
- Your provisional account will be verified in 2-4 days at which point your changes will be published

## 2. Edit your Online School Profile (OSP)

- Log in using your account information and click “Get Started”
- Answer the basic questions about what your school offers – answers are required for each box
- You will then be directed to your school profile page where you can edit the following:



## 3. Required Fields for the Printed Guide

The following fields are included in the printed GreatSchools guide book. Fields not completed on your OSP by **December 1, 2014** will display as N/A.

Required Field	Information
School basics	Class hours, before/after care, transportation, Pre-K availability
Instructional model	What is your school best known for?
Applying & enrolling	Application deadlines, voucher policy, “our grads typically go to...”
Programs & resources	ELL services, special education services
Enrichment & extras	Arts, music, sports, clubs
School culture	Dress code, photos
Contact information	Address, phone number

## 4. Post a Message to Parents - *New Feature*

- Click on “Back to Dashboard” and then “Post a Message to Parents”
- Now your school leader can post a message to parents that will remain at the top of the reviews page
- This message can be changed or updated as frequently as you’d like