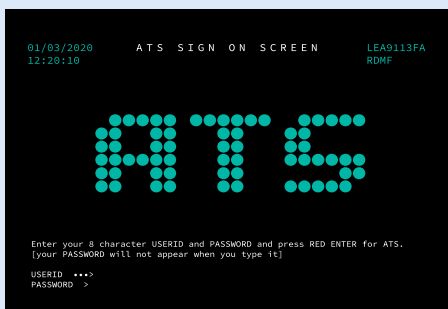


## Preparing to Communicate From Home

Parent contact information (names, phone numbers, and email addresses) must be manually imported into KinVO. You can do this by uploading your ATS RBIR or Biographical file into KinVO.

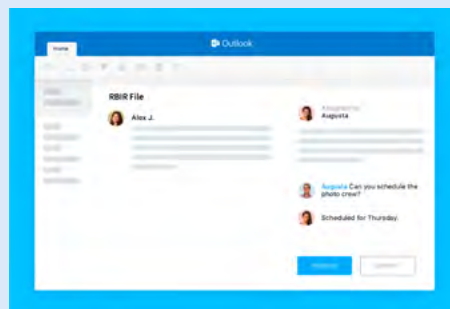
### How To Download Your RBIR or Biographical File from ATS

#### ▶ ATS



- 01 Log in to ATS
- 02 Enter in **RBIR** on the upper left hand side
- 03 EMAILID: Enter your email id
- 04 LOC: Clear any information and leave this blank.
- 05 PRINTER: Clear any information and leave this blank.
- 06 TYP: Enter 'd'
- 07 Hit F6 **two** times

#### ▶ OUTLOOK



- 08 Log in to your DOE email. You will receive your school roster in an email in a few minutes. There will be a link that you can click on to get the file, and below the link there will be a series of letters and numbers. This is important! It is your password.
- 09 Click on the link. You will be asked if you want to open the file, and then you will be asked for the password.
- 10 Enter the password that was in the email.

#### ▶ CSV FILE



- 11 Click to open the file, and save the file. If you see any pop up windows, click OK.

#### ▶ KINVO



- 12 Upload the RBIR file to KinVO. Here are more [instructions](#) to help you finalize this process.