



# The SCOOP

## An Introduction for Co-op Members

[The SCOOP](#) is a private website for Co-op community members that provides for the exchange of information and documents between school admin, teachers, and parents/guardians in a secured and managed environment. The SCOOP is where you will find membership announcements, school forms, updated school calendar information, class specific information and calendars, as well as downloadable information.

Access to the SCOOP is managed using the email address provided on the Student Directory and Contact Information form.

### **SCOOP Access Instructions for New Members:**

For new families joining us at the Co-op, SCOOP access will be available starting July 1st. If you are a new parent/guardian, you will need to register your school email address with the SCOOP before you can access this site. This is a one-time only procedure with step-by-step instructions provided at the following link: <http://thescoop.montclaircoop.org/start-page>. It is recommended that you perform this one-time registration on a computer versus a mobile device.

### **SCOOP Access Instructions for Returning Members:**

- If you are a returning member and your primary school contact email address remains unchanged from the previous school year, then SCOOP registration is not required.
- If you are a returning parent, have not changed your primary school contact email address, but have forgotten your SCOOP access password, you can reset it at the [Google sign in page \(www.google.com\)](http://www.google.com) by entering your school email address, clicking on the “Need help?” link, and following the instructions.
- If you are a returning parent but changed your email address, then you need to register your new school email address before you can access the SCOOP. This is a one-time only procedure with step-by-step instructions provided at the following link: <https://sites.google.com/a/montclaircoop.org/community/start-page/registration-page>. It is recommended that you perform this one-time registration on a computer or tablet versus a smartphone.

To make any changes to your primary school contact email address, please contact Prita Moti at [973-783-4955](tel:973-783-4955) or at [pritam@montclaircoop.org](mailto:pritam@montclaircoop.org).

If you have any questions about the SCOOP website or are experiencing difficulty logging-on, please contact either Prita at [pritam@montclaircoop.org](mailto:pritam@montclaircoop.org) or Steve Schaller at [steves@montclaircoop.org](mailto:steves@montclaircoop.org).

Sincerely,  
Montclair Cooperative School Admin Team  
[973-783-4955](tel:973-783-4955)

## **Frequently Asked Questions:**

### **Why is registration required?**

In order to keep it secure, the SCOOP uses Google's authentication services to manage access. This service is free, secure, supported, and provides us with the flexibility needed to manage the site.

### **Do I need a Google email address (i.e. gmail) to access the SCOOP?**

**No**, a gmail address is not required. However, for all non-gmail users, you will need to register your primary school contact email address (whether it's *yourname@hotmail.com*, *yourname@aol.com*, or other) with Google in order to access the SCOOP. Complete step-by-step instructions on how to do so are available from the [SCOOP registration page](https://sites.google.com/a/montclaircoop.org/community/start-page/registration-page) (<https://sites.google.com/a/montclaircoop.org/community/start-page/registration-page>)

### **I am able to sign into the SCOOP but why am I unable to see anything?**

If you have signed in but cannot see the Home Page or Class Pages in the left-side navigation, then you likely do not have permissions to access some of the content on the site. Permission is based on the current school year's "Student Directory & Contact Information Form". If you believe you should have access, please contact [Prita Moti](#).