



Literacy Information and Communication System

Instructions for Updating Your Listing on America's Literacy Directory

- Go to <http://literacydirectory.org/admin>
- Enter your username and password.
- Once logged in, you will be on the "Control Panel" page. You can access and update your program and parent organization information from this location. Here you will find the following links: "Add an organization", "Add a program", "Find organizations", "Find programs", "List all my programs".
- Choose "Find Organization"
- Scroll down the page, then click the "Search" button (no need to enter any other data)
- Your organization will be listed in the search results. Please check this information to make sure it is accurate by choosing the "update" option.
- Confirm current info or make updates as needed and choose "Save and next" button, you will be taken to another page with multiple options. Choose "List Programs"
Your program site(s) will be listed.
- Choose "Update" to edit your program information.
 - Please make sure to choose at least one of the "Services for adults and young adults" options for your program to appear in the default search.
 - If you need to add another program location to the Directory:
 - Choose the control panel tab and repeat step 5 and 6
 - Then choose the "Add a program" link to add a new program location.
 - Once the updated information is entered, it will be routed to an ALD administrator for approval. (Please allow 7 – 10 business days for the approval process.)
- While logged in, please make sure your account information is accurate by choosing the "My account" link in the top left of the page.
- In the "My account" area, you may also change your username and/or password or update your email address.

If you have questions or need assistance, please send an email to ald@lincs.ed.gov.