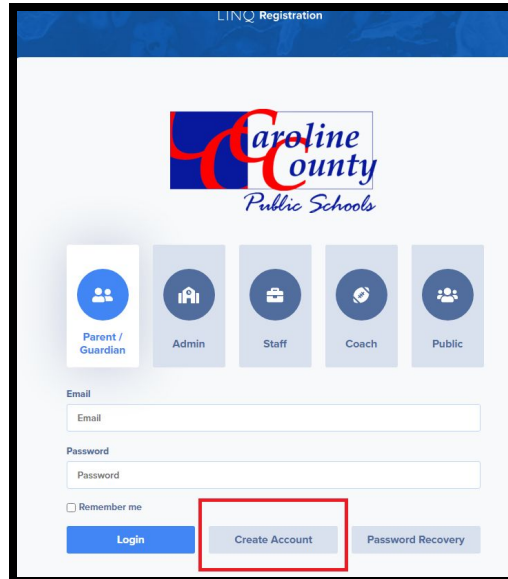


Creating an account

To create a new account, click on the “Create A New Account” button. You will be directed to a form for your account information.



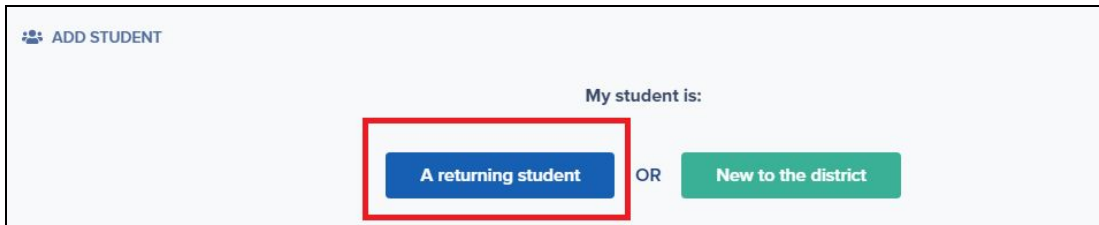
We recommend completing all fields; however, just fields in **bold** are required. Provide an email address you use regularly. We recommend using your email address as your parent Login ID; however, it may be anything of your choosing. The Pin Code field is where you create a 4-digit PIN code – this is crucial, should you need to verify your account when calling in for support. Once you have completed all of the required fields, click “Register & Begin.” you will receive an email notification confirming you have successfully created an account.

To get started, you will need to register as a prospective parent with our district. Please provide all information below and click the 'Register' button at the bottom to register and get yourself set up. Fields in * **bold** are required.

Personal Information	Account Information
* First Name	* Password
<input type="text"/>	<input type="text"/>
* Last Name	* Confirm Password
<input type="text"/>	<input type="text"/>
* Email Address (Also used to log in)	* Security Question
<input type="text"/>	<input type="text"/>
Alternate Email	* Security Question Answer
<input type="text"/>	<input type="text"/>
Phone Number	* PIN Code
<input type="text"/>	<input type="text"/>

Adding a new student

To start the process from the dashboard homepage click on “Add Student.”



ADD STUDENT

My student is:

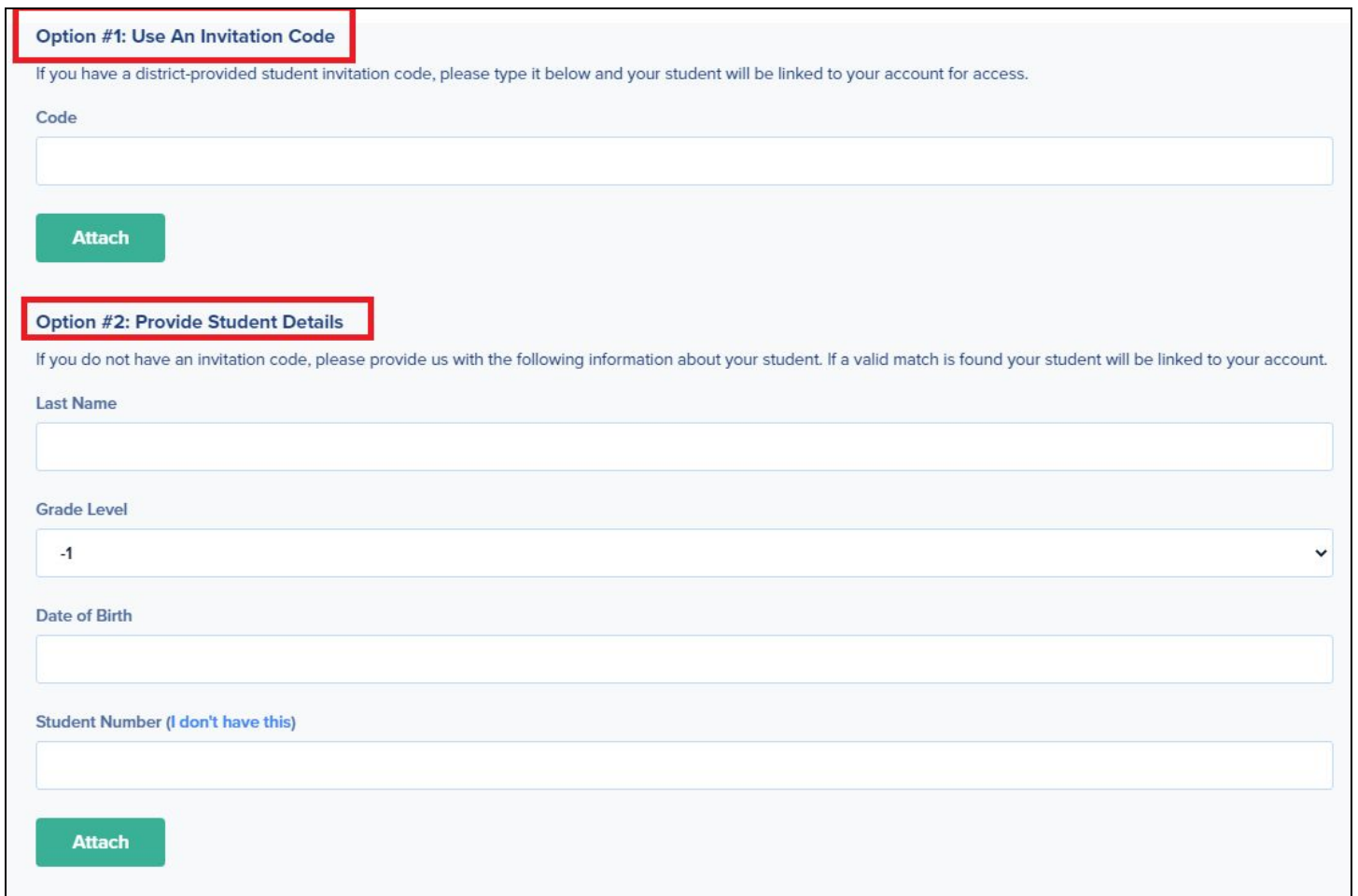
A returning student OR **New to the district**

Select a returning student.

Option 1: Contact your child’s school to receive your student specific invitation code.

Option 2: You will type in your child’s last name, date of birth, grade, and student number (ID, lunch number).

Select attach to add your child to your account. You will have to do this for each child if you have more than one student enrolled in the division. .



Option #1: Use An Invitation Code

If you have a district-provided student invitation code, please type it below and your student will be linked to your account for access.

Code

Attach

Option #2: Provide Student Details

If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.

Last Name

Grade Level

Date of Birth

Student Number (I don't have this)

Attach

Please complete as many of the fields in the form as possible and click save and submit. If the form is missing required information, you will receive a notification and will need to add or correct the information highlighted by blue boxes before you can submit.

