Log In: First Time User
Registering An Account, Part 1

Step 1: On the website home page, select the link, “to create your own account.”

Step 2: On the Log In page, select the link, “click here to register.”

Step 3: Type your name, user name, and email address. (Please choose an email that you check year-round.)

Step 4: Create a password- one that is memorable. And, please, write it down. . .no one, NO ONE, knows your password except for you. The password needs to contain at least one letter, one numeral, and one punctuation character, such as “Password1!”. Passwords ARE case sensitive.

Please continue to the next page.
Step 5: Choose one of the nine primary roles. The role, “Teacher & All Other School Instructional Personnel” is a VERY broad role- encompassing ALL positions at the school level (professionals, paraprofessionals, school specialists, school resource teachers, etc)- everyone at the school level except for principals and assistant principals.

Step 6: If you choose “Teacher & All Other School Instructional Personnel,” you will NEXT be asked to give more information about that role. If you choose, “Other” within this school level role, you will be asked to provide a brief description.
Step 6: If, for your primary role, you choose, “Division Personnel,” you will NEXT be asked to give more information about that division role. If you choose, “Other” within this division level role, you will be asked to provide a brief description.

Step 7: No matter which role you choose, when you have completed that step, select the link, “Register.”

Step 8: The next screen let’s you know that you have completed Registration, Part 1. For information about Registration, Part 2, please see the “Verify Your Email” section in this user guide (tab 8).