

NEW Login Process



This website has been updated with a NEW login process. Parent(s) or guardians will now create a **USER ACCOUNT** for themselves and then connect your students to your new **USER ACCOUNT**

Old logins will no longer work on this site

Note, all the past student registration history will be available to you once you create a new **USER ACCOUNT** and connect to your student(s) either by a 16 digit Key provided by the school or by entering your student's birth date and Student ID #

Select the button "**Click here to begin our user setup process**"



Your new **USER ACCOUNT** login will be your email address and a unique password created by you

Select the "Register" button to continue on to the next step in the process



You must select the checkbox to agree to the terms of use then select the "Accept" button to advance to the next step for creating a **USER ACCOUNT**

SmartSchoolK12 Your email has not been confirmed! Your account will expire on 07/05/2019 at 11:03 AM! Renew activation information

New User Account Registration Registration Progress: Step 2 of 3
Complete your billing address information

STEP 2 Fields marked with a * are required.

First Name* Gomez

Last Name* Adkins

Primary Phone* 952-473-6998

Phone Type* Mobile Phone Home Phone Work Phone

Address 1* 123 Great Street

Address 2

City* Newtown

State* Minnesota

Zip* 55391

Submit ← Select

Enter information about you to create a User Account

Enter information about yourself regarding your user account then press the "Submit" button

SmartSchoolK12 Your email has not been confirmed! Your account will expire on 07/05/2019 at 11:03 AM! Renew activation information

New Account Registration Registration Progress: Step 3 of 3
Complete your profile

STEP 3

+ Add a person Select Add a person to link your student(s) to your User Account

Congratulations! You have just created your USER ACCOUNT

Select the plus "+" icon to add a student to your USER ACCOUNT

SmartSchoolK12 Your email has not been confirmed! Your account will expire on 07/05/2019 at 11:03 AM! Renew activation information

Account Management
Do you have a registration key?

Yes, I have a key! If you already have a student/are a student, verify the selected Registration Key (teacher/administrator and has been verified you already). Select the option and enter the Registration Key. The system will automatically create your Family membership account and connect you to Member Profile.

No, I do not have a key! Use the two options for adding or creating an account.

+ Yes, I have a key + Connect to your account

+ No, I do not have a key + Connect without key

Select from one of these two options to add a student to User Account

Kennedy students will NOT get a 16 digit Key.... You will Click on..... "No I do not have a Key"

The school will have the option to provide two methods for you to add a student to you USER ACCOUNT

Option 1: the school has distributed to you a 16 digit key.

If so, then select the plus "+" icon "Yes, I have a key to proceed

Option 2: Connect to your student without a 16 digit Key. Please lookup and have ready your student ID# and Birth date for this option.

Select the "+" "No, I do not have a key"



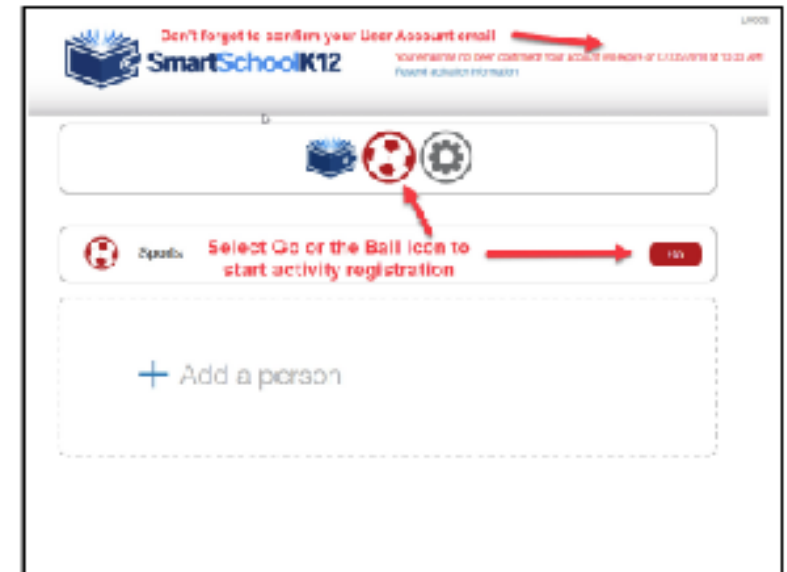
This is the page to enter a 16 digit key

Select "Connect Family" to add your student to your **USER ACCOUNT**



This is the page to enter the Student ID# and Birth date

Select "Link Family" once you have entered this information

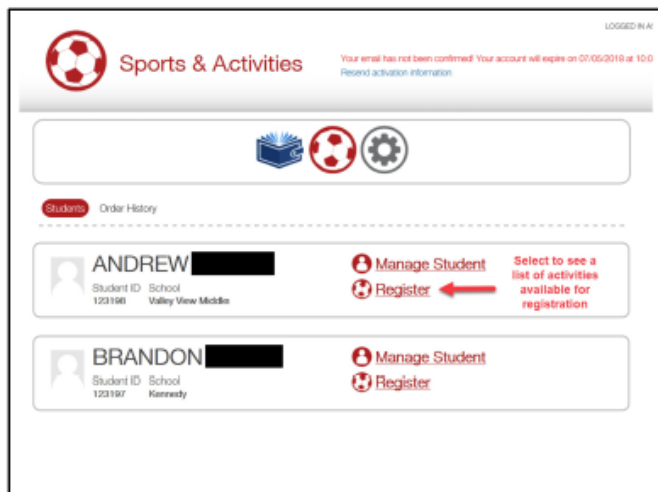


Congratulations! You have now added your students to your **USER ACCOUNT**

You only need to complete this process once to link your **USER ACCOUNT** to your students

REMINDER: you should have received an email requesting that you confirm your new **USER ACCOUNT** setup. Please make sure you confirm your **USFR ACCOUNT** email. If you do not your login will expire

Select either the "Go" button or the Soccer ball to see a list of your students and to begin registration



You should now see a list of students associated to your USER ACCOUNT

MANAGE STUDENT: allows you to view registration history

REGISTER: displays activities that are only available for your student based on items such as age, grade, school location, gender etc



To update or change your USER ACCOUNT information select the sprocket icon. From here you can do the following:

- 1) Update your address and phone
- 2) Add a Security question for your password
- 3) Add a credit card payment method
- 4) Change your primary email for your Username

Call 1-800-934-2621 if you still need help setting up your USER ACCOUNT and connecting to your student(s).

NOTE, this phone number can not provide any assistance regarding your school's activity program

**** PLEASE NOTE ****

After creating your account you should be receiving an email asking to "Verify your email". You'll still need to do this even if you finish your registration. Otherwise your account may expire for the next time to you want to register your student. If his happens you'll need to Call 1-800-934-2621