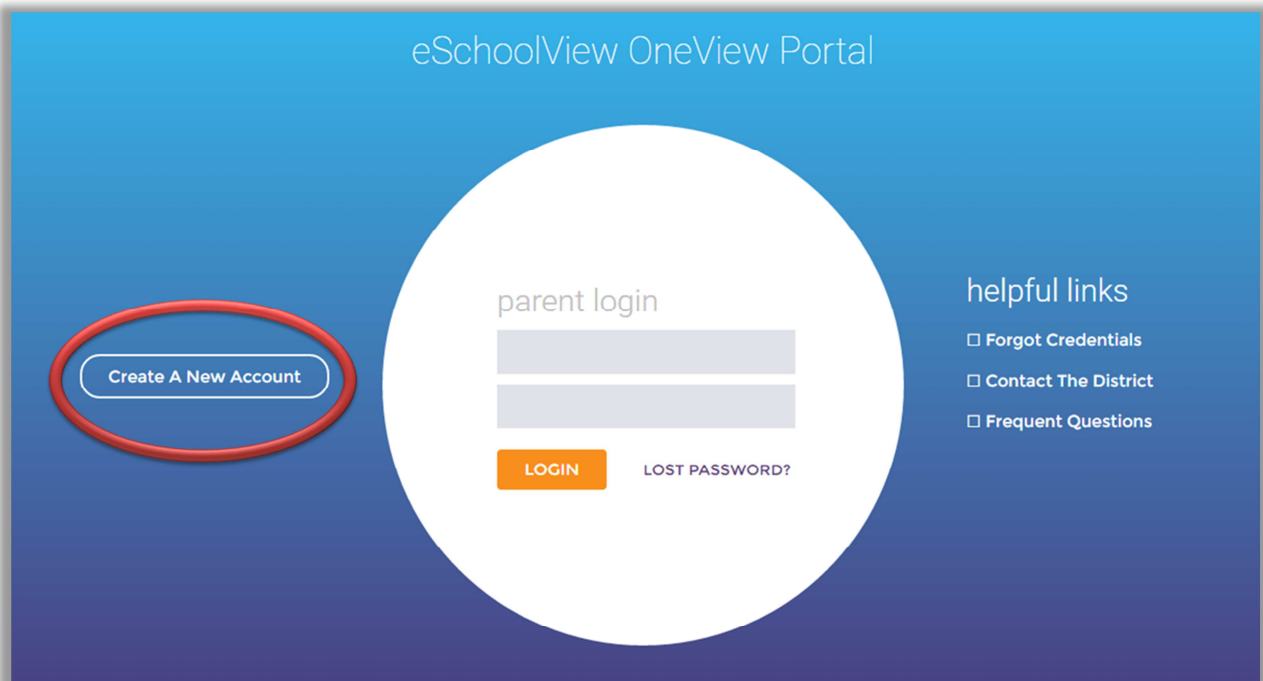


## Creating an account

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

**Personal Information**

Your First Name:

Your Last Name:

Your Email Address:

Alternate Email:  (If provided, we will copy this email on all messages sent out)

Contact Phone:  (If provided, we can use to speak with you if needed)

Your Registration Status:

**Account Access Information**

Parent Login ID:

Parent Password:  (Known only to you - do not share)

Confirm Password:

Forgot Password Question:  (Used to verify your identity if needed)

Forgot Password Answer:

PIN Code:  (Please provide a pin code for additional security)

fields, click “Register & Begin.” you will receive an email notification confirming you have successfully created an account. If you do not receive this email, please check your spam folder and whitelist our email address.