

**Step 1:** To access the login page select the **Wallet** icon. Select the button **“Click here to begin our user setup process”** to create your PARENT USER ACCOUNT.

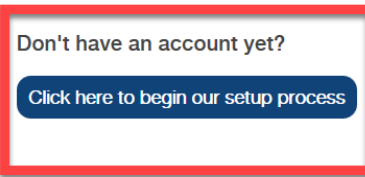


**Welcome back!**  
Log in to begin managing your account

**Username**   
This is typically your email address.

**Password**   
Trouble logging in? [Login Assistance](#)

**Sign In**



Select this button when setting up User Account for the first time

**Step 2:** Your new PARENT 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



**New Account Registration** Registration Progress: Step 1 of 3  
Enter your basic account details

The **User Account** manages your login, billing address, primary email, and phone number. To pay or register for items you will be asked to create a **Family (household) Account** and then add **Member Profiles** for either yourself and/or other household members.

**STEP 1**

**Your Email Address**   
Your email address will be the account name you use to log into our site.

**Confirm Your Email Address**   
Re-enter your email address.

**Create A Password**   
Create a secure password you will remember.

**Confirm Your Password**   
Re-enter your password.

Enter your email. This will be your Username

Create a password for your User Account

**Register**



**Step 3:** Enter information about yourself regarding your PARENT USER ACCOUNT then press the “Submit” button



SmartSchoolK12

Your email has not been confirmed! Your account will expire on 07/05/2018 at 11:03 AM!  
[Resend activation information](#)

**New User Account Registration**

Complete your billing address information

Registration Progress: Step 2 of 3

STEP  
2

Fields marked with a \* are required.

First Name\*

Last Name\*

Primary Phone\*

Phone Type\*  
 Mobile Phone  
 Home Phone  
 Work Phone

Address 1\*

Address 2

City\*

State\*

Zip\*

**Enter information about  
you to create a User  
Account**

**Select**

**Step 4:** Congratulations! You have just created your PARENT USER ACCOUNT

**REMINDER:** After you created your new PARENT USER ACCOUNT, you should have received an email containing a link to confirm your account. Please make sure you open this email and confirm your PARENT USER ACCOUNT. If you do not, your login credentials will expire in 30-days.

Select the box to “Add a person” to your PARENT USER ACCOUNT

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Your email has not been confirmed! Your account will expire on 07/05/2018 at 11:03 AM!  
[Resend activation information](#)

**New Account Registration**

Complete your profile

Registration Progress: Step 3 of 3

STEP  
3

Add a person

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

**Step 5:** There are two methods for you to “Add a person” to your PARENT USER ACCOUNT:

**Option 1:** If the school has sent you a 16 digit key, then select the box that says “Yes, I have a key” to continue.

**Option 2:** If the school did not send you a 16 digit Key, select the box that says “No, I do not have a key” to continue.

Please look up your student’s **Student ID#** and **Data of Birth** to use this option.



### Account Management

Do you have a registration key?

**Yes, I have a key:** If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

**No, I do not have a key:** Take me to more options for finding or creating an account.

Yes, I have a key  
+ Connect to your account

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

Select this option to add a Person to your User Account

**Step 6:** On this is the page, enter the Student ID# and Birth date for your student. Select “Link Family” once you have entered this information. If you have more than 1 student, the system **will try** to link all your students at the same time. If the system is unable to link you to all of your students you will need to repeat this step for each student in your household.



### Family Account

Link an account by student ID and birth date

Please complete the form below and click 'Finish' to link your account.

Fields marked with a \* are required.

Student ID\*

Birth Date\*

[Link Family](#)

[Need help finding this information?](#)

**Check your school's Student Information System if you are not sure what the Student ID# number is for your student**

**Step 7:** Congratulations! You have now added your students to your PARENT USER ACCOUNT. You only need to complete this process once to link your PARENT USER ACCOUNT to your students.

Select either the “Go” button or the Icon of the application you wish to access and begin a registration or make a purchase



Sports

Go



Store

Go



Checkout

Go

+ Add a person