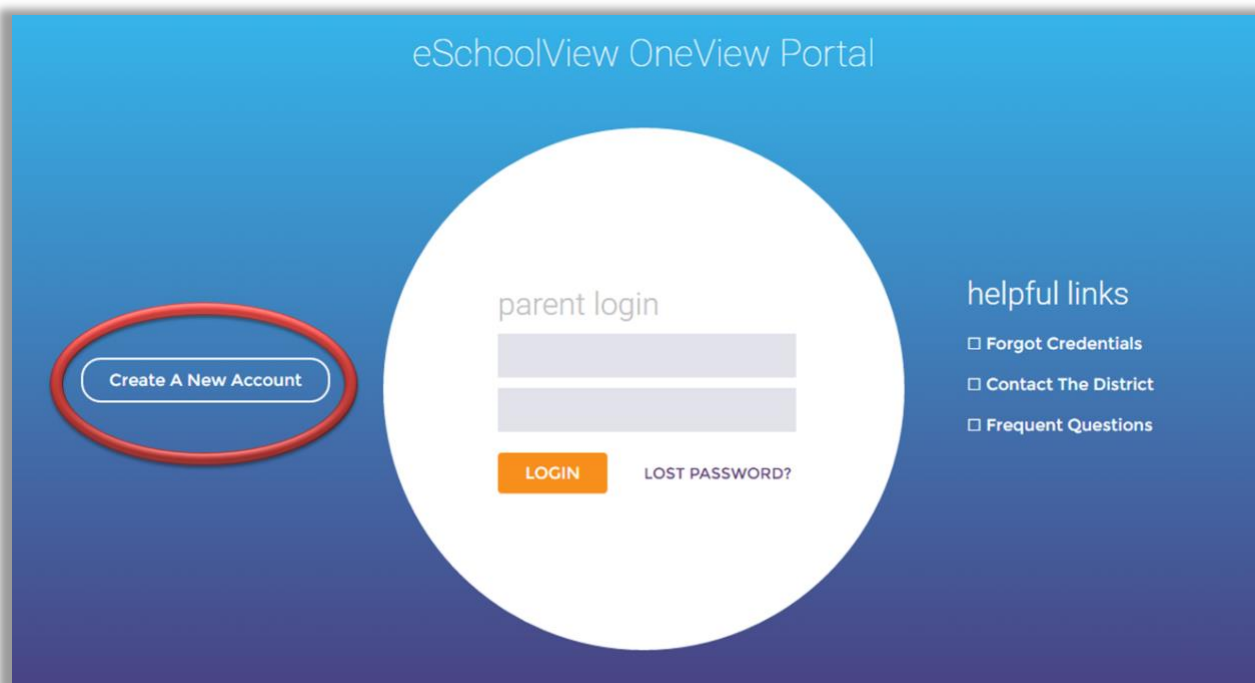


## Creating an account

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.”

The image shows a registration form with two main sections. The first section, "Personal Information", includes fields for "Your First Name", "Your Last Name", "Your Email Address", "Alternate Email" (with a note: "(If provided, we will copy this email on all messages sent out)"), "Contact Phone" (with a note: "(If provided, we can use to speak with you if needed)"), and "Your Registration Status" (a dropdown menu). The second section, "Account Access Information", includes fields for "Parent Login ID", "Parent Password" (with a note: "(Known only to you - do not share)"), "Confirm Password", "Forgot Password Question" (with a note: "(Used to verify your identity if needed)"), "Forgot Password Answer", and "PIN Code" (with a note: "(Please provide a pin code for additional security)"). At the bottom of the form are two buttons: "Register & Begin" and "Go Back".

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.