

Step 1: 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

Don't have an account yet?

Click here to begin our setup process

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

Enter your basic account details

Registration Progress: Step 1 of 3

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



SmartSchoolK12

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

LOC

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. You do not need to add them one at a time.



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 do this one. Now you can either click on the Red Soccer Ball to register for sports or activities, the Green Store Icon to pay fees in the school store, or the Orange Fork and Knife (if available) to go to the School Lunch program!