



**createuser**



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# Create Account

You can use the Create Account wizard to create a StudentPortal account.

## User Information:

The screenshot shows the 'User Information' step of the account creation process. The progress bar at the top indicates that 'User Information' is the current step, followed by 'Basic Information', 'Security Question', and 'Complete'. The form contains three input fields: 'Student ID (000100):', 'Date of Birth (mm/dd/yyyy):', and 'Last 4 of SSN (1234):'. A 'Next' button is visible at the bottom right.

<b>Staff ID</b>	Type your staff ID number.
<b>Last Name</b>	Type your last name
<b>First Initial</b>	Type the first letter of your first name.

Click **Next**.

If you entered the data correctly, the Basic Information step opens.

## Basic Information:

The screenshot shows the 'Basic Information' step of the account creation process. The progress bar at the top indicates that 'Basic Information' is the current step, followed by 'User Information', 'Security Question', and 'Complete'. The form contains three input fields: 'User Name:', 'Password:', and 'Password Verification:'. A 'Back', 'Next', and 'Cancel' button are visible at the bottom right.

<b>User Name</b>	Type a unique user name that will identify you when you log on to the system, such as a combination of letters from your first and last name. <ul style="list-style-type: none"> <li>Your user name must be 6-25 characters and must be unique within the district.</li> <li>Your user name is not case-sensitive.</li> <li>If you type a name that is already used, available alternatives are suggested.</li> </ul>
<b>Password</b>	Type a password that you will use when you log on to StudentPortal. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: <ul style="list-style-type: none"> <li>Uppercase letters (A-Z)</li> <li>Lowercase letters (a-z)</li> <li>Numbers (0-9)</li> <li>At least one allowed special character</li> </ul>
<b>Confirm Password</b>	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.
<b>PIN</b>	Type a four-digit numeric personal identification number (PIN) that you will use when you post data in TeacherPortal. <b>Avoid using 1234, 4321, or all the same number, as these are common and easily guessed.</b>
<b>Email Address</b>	Type your email address (e.g., someone@example.net).

Click **Next**.

If you entered all required data correctly, the Security Question step opens.

### Security Question:

The screenshot displays the 'Security Question' step of a user creation process. At the top, there are tabs for 'Login' and 'Create Account'. A progress bar shows four stages: 'User Information', 'Basic Information', 'Security Question' (which is currently active and highlighted with a yellow dot), and 'Complete'. Below the progress bar, a message reads: 'Provide answers to three different questions. The information will assist you in resetting your password.' The form contains three questions, each with a dropdown menu and an answer text box:

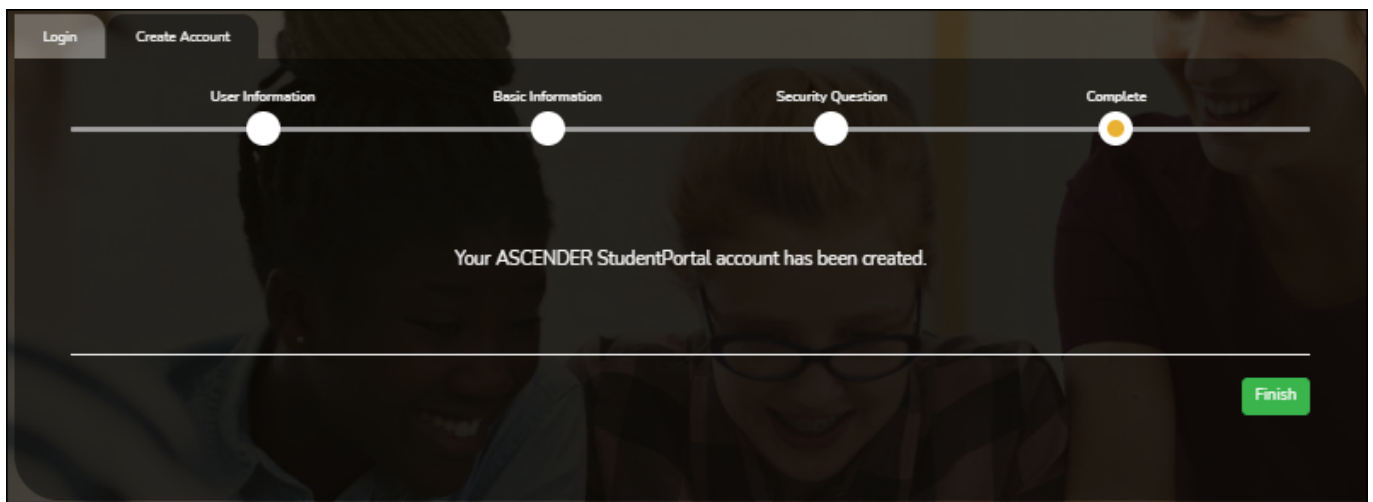
- Question 1: Mother's maiden name. (Dropdown menu with a downward arrow)
- Answer 1: Answer 1 (Text input field)
- Question 2: High school mascot? (Dropdown menu with a downward arrow)
- Answer 2: Answer 2 (Text input field)
- Question 3: Where were you born? (Dropdown menu with a downward arrow)
- Answer 3: Answer 3 (Text input field)

At the bottom right of the form, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white with a red border).

<b>Question #</b>	Select three questions to which you will provide an answer. The questions are asked in the event that you forget your password.  You must select three different questions. You cannot repeat any questions/answers.
<b>Answer</b>	Type the answer to each question. If you forget your password, you will be required to answer the question correctly in order to recover your account. Be sure to select questions for which you will easily remember your answer. Answers are case sensitive.

Click **Next**.

If you entered all required data, the Complete page opens.



Click **Finish**.

The Announcements page opens.



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