

**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 'Create Account' wizard with the 'User Information' step selected. The progress bar at the top has four steps: 'User Information' (selected), 'Basic Information', 'Security Question', and 'Complete'. Below the progress bar, there are three input fields: 'Student ID (000100):', 'Date of Birth (mm/dd/yyyy):', and 'Last 4 of SSN (1234):'. Each field has a small icon to its left. At the bottom right, there are 'Next' and 'Cancel' buttons.

<b>Student ID</b>	Type your Student ID number.
<b>Birth Date</b>	Type your birth date.
<b>Social Security Number</b>	Type the last four numbers of your social security number.

☐ Click **Next**.

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

## Basic Information:

The screenshot shows the 'Create Account' wizard with the 'Basic Information' step selected. The progress bar at the top has four steps: 'User Information', 'Basic Information' (selected), 'Security Question', and 'Complete'. Below the progress bar, there are three input fields: 'User Name:', 'Password:', and 'Password Verification:'. Each field has a small icon to its left. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

<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: <ul style="list-style-type: none"> <li>16-46 alphanumeric characters</li> <li>Three of the following: uppercase, lowercase, numeric, and special characters</li> <li>Case-sensitive</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 StudentPortal. <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:

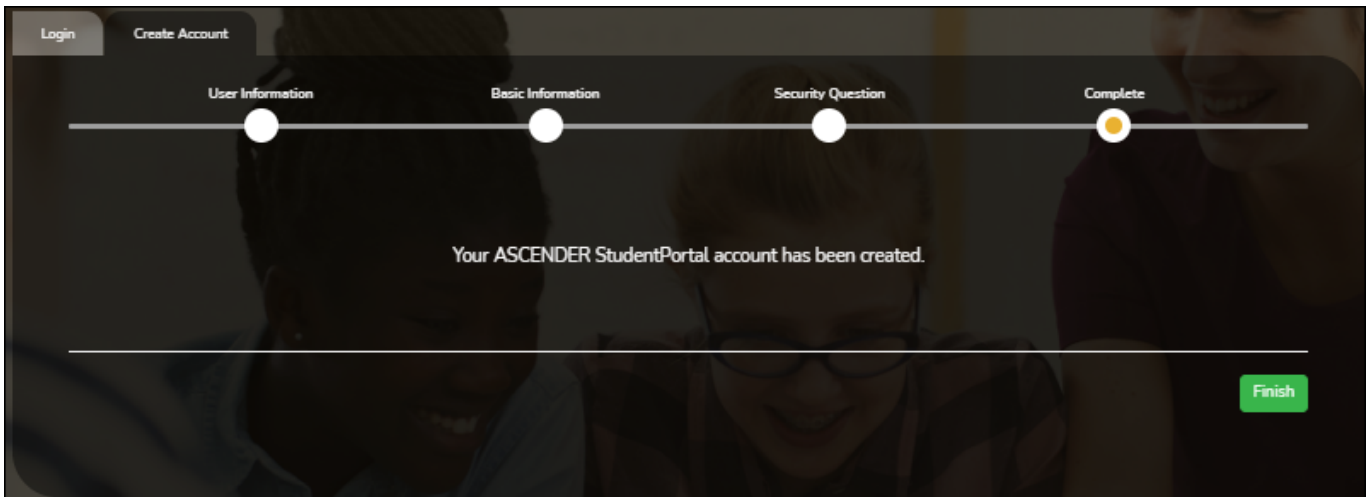
The screenshot shows the 'Security Question' step of a registration process. At the top, there are tabs for 'Login' and 'Create Account'. Below them is a progress bar with four stages: 'User Information', 'Basic Information', 'Security Question' (which is currently active and highlighted with a yellow dot), and 'Complete'. The main content area contains three questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 'Question 1: Mother's maiden name.', 'Question 2: High school mascot?', and 'Question 3: Where were you born?'. At the bottom right, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (red).

<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.
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<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.
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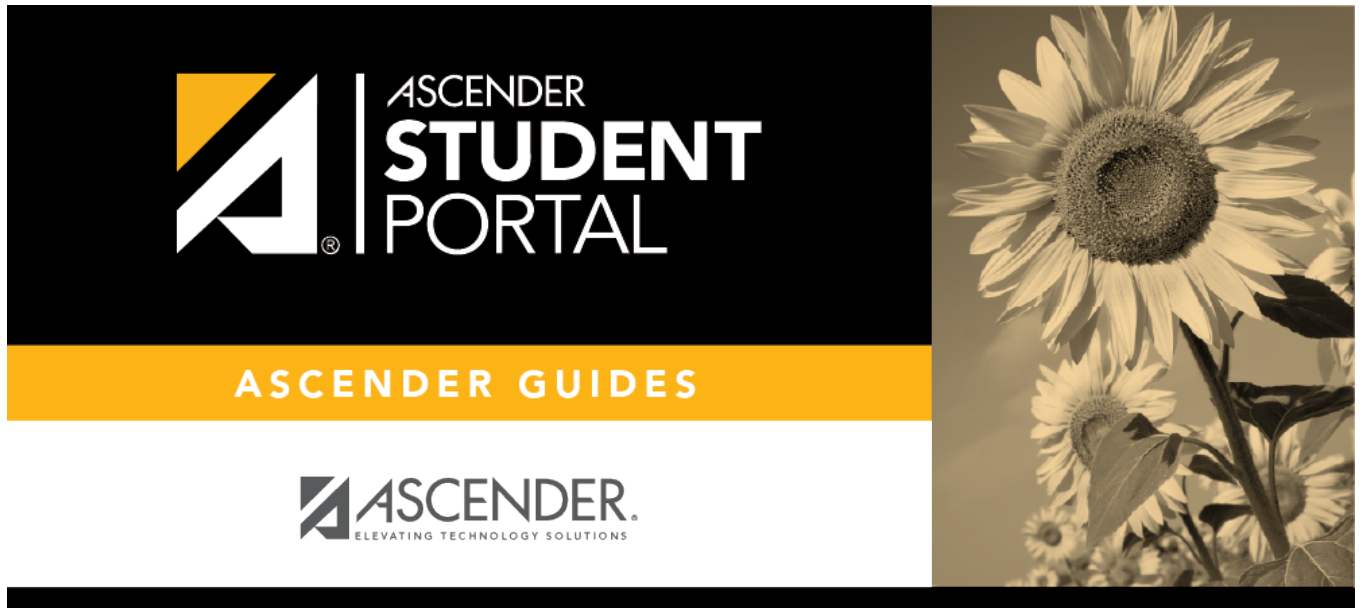
☐ Click **Next**.

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



☐ Click **Finish**.

The Announcements page opens.



## Back Cover