



createuser

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Create Account 1

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. A progress bar at the top indicates the current step. Below the progress bar, there are three input fields with labels and icons:

- Student ID (000100):
- Date of Birth (mm/dd/yyyy):
- Last 4 of SSN (1234):

At the bottom right, there are two buttons: 'Next' (green) and 'Cancel' (white).

Student ID	Type your Student ID number.
Birth Date	Type your birth date.
Social Security Number	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 'Basic Information' step of the account creation process. A progress bar at the top indicates the current step. Below the progress bar, there are three input fields with labels and icons:

- User Name:
- Password:
- Password Verification:

At the bottom right, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white).

User Name	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"> • Your user name must be 6-25 characters and must be unique within the district. • Your user name is not case-sensitive. • If you type a name that is already used, available alternatives are suggested.
Password	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"> • Uppercase letters (A-Z) • Lowercase letters (a-z) • Numbers (0-9) • At least one allowed special character
Confirm Password	Retype the password exactly as you typed it above. This step confirms that you typed your password as you intended.

Click **Next**.

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

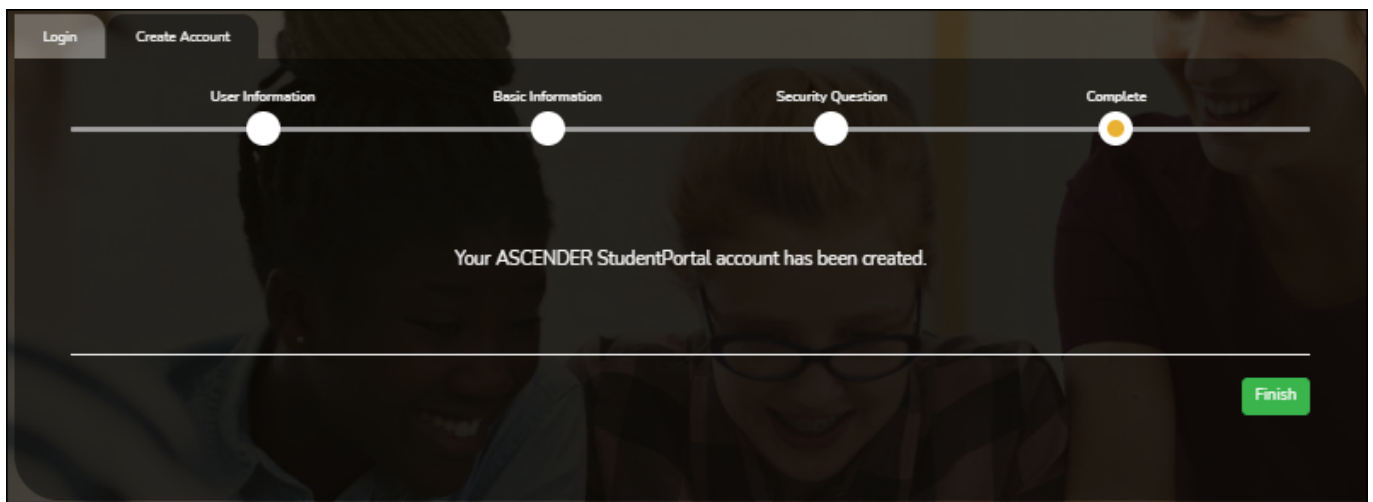
Security Question:

The screenshot displays the 'Security Question' step of a user creation process. At the top, there are two tabs: '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 the instruction: 'Provide answers to three different questions. The information will assist you in resetting your password.' Below this, there are three sets of questions and answers. Each question is presented in a dropdown menu, and the answer is entered into a text input field. 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 of the form, there are three buttons: 'Back' (green), 'Next' (green), and 'Cancel' (white with red border).

Question #	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.
Answer	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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