



**createuser**



# Table of Contents

**Create Account** ..... 1



# Create Account

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

## User Information:

<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:

<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> Forbidden characters: space, !, ?, *, &, ^
<b>Confirm Password</b>	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 shows a user creation interface with a progress bar at the top. The progress bar has four steps: 'User Information', 'Basic Information', 'Security Question', and 'Complete'. The 'Security Question' step is currently active, indicated by a yellow dot. Below the progress bar, there is a text prompt: 'Provide answers to three different questions. The information will assist you in resetting your password.' The form contains three question-answer pairs:

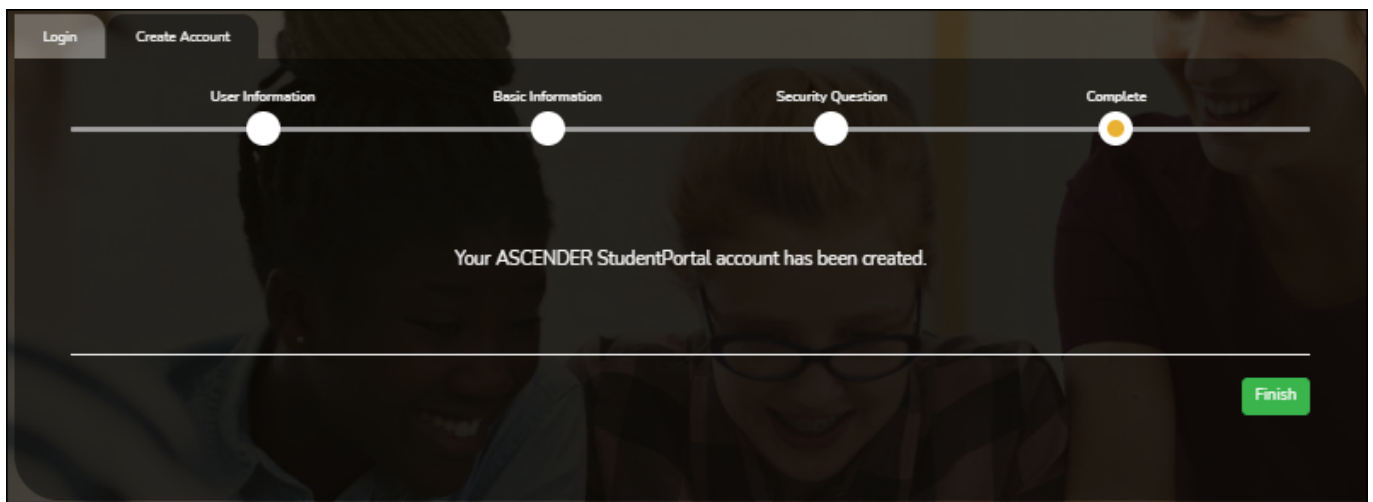
- Question 1: Mother's maiden name. (Dropdown menu)
- Answer 1: Answer 1 (Text input field)
- Question 2: High school mascot? (Dropdown menu)
- Answer 2: Answer 2 (Text input field)
- Question 3: Where were you born? (Dropdown menu)
- Answer 3: Answer 3 (Text input field)

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



## Back Cover