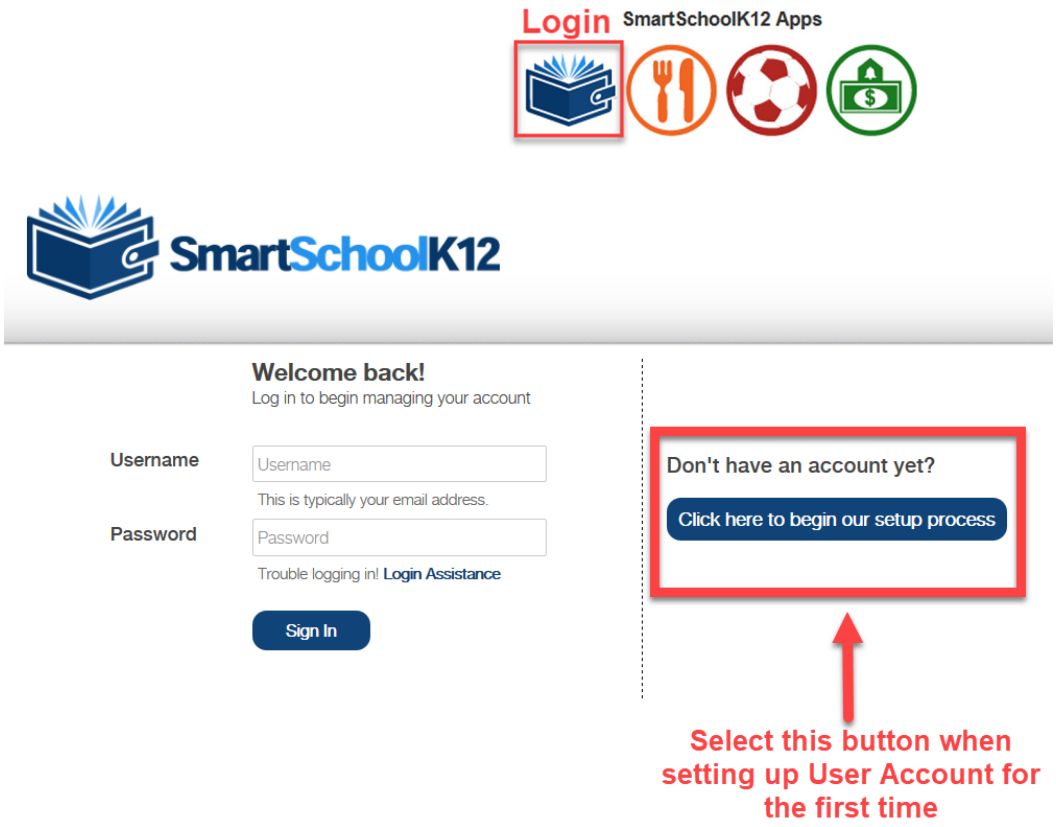
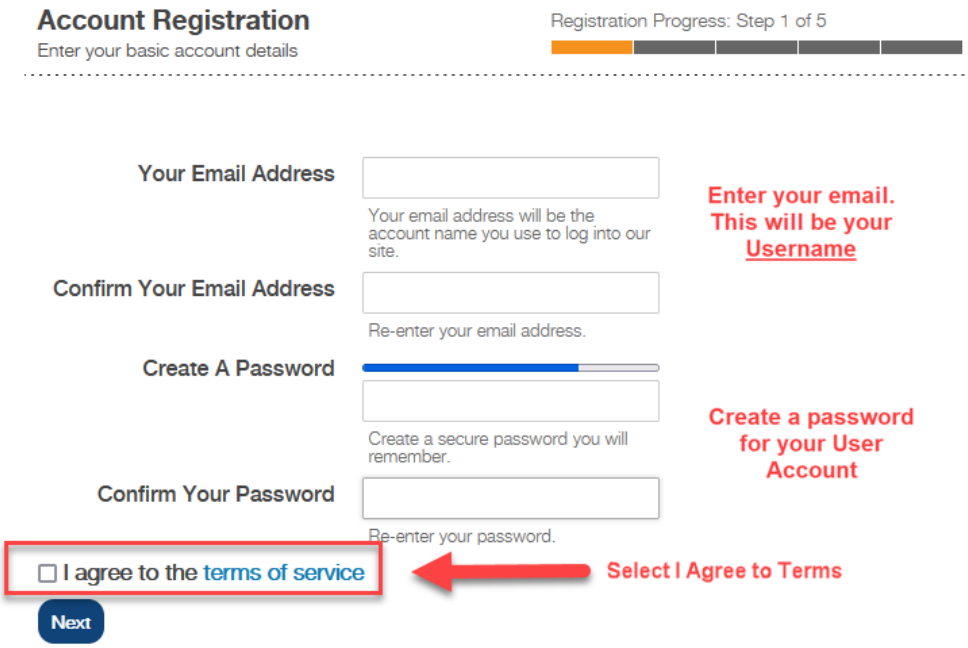
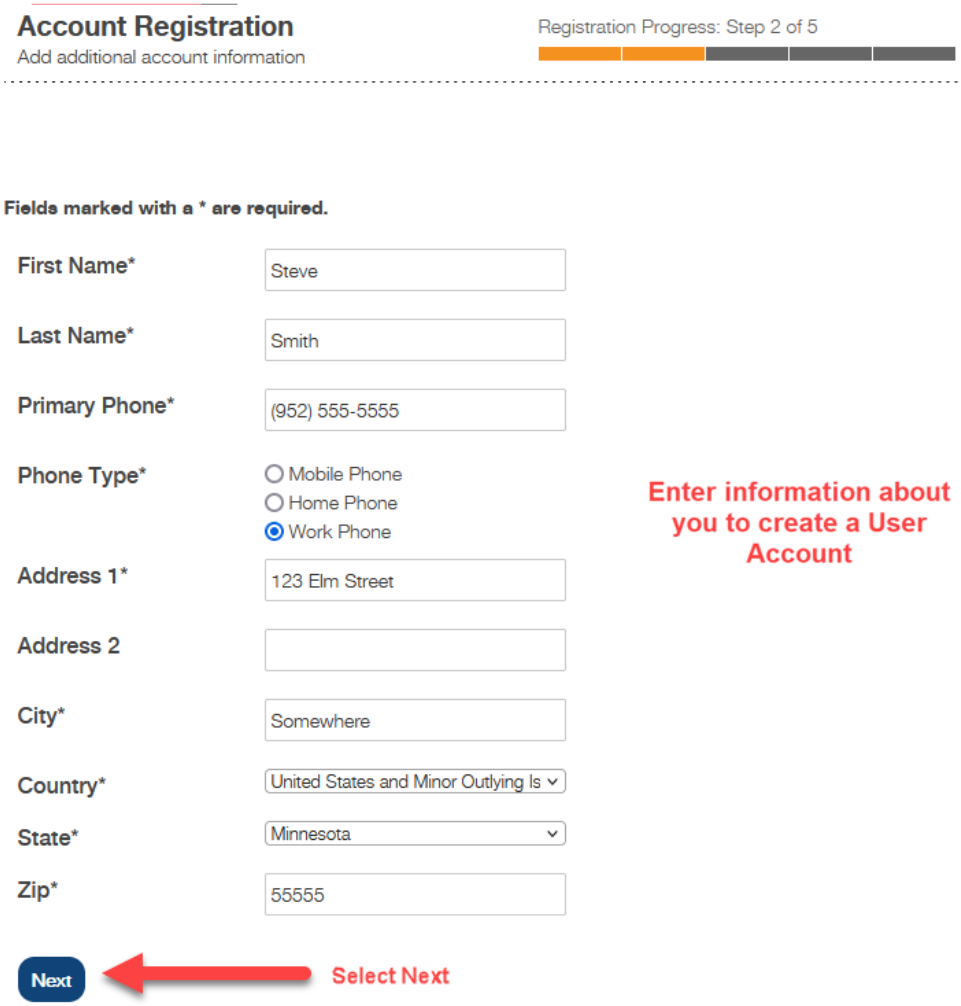
**Step 1:** To access the login page select the **Wallet** icon. Select the button **"Click here to begin our user setup process"** to create your PARENT USER ACCOUNT.




**Step 2:** Your new PARENT USER ACCOUNT login will be your email address and a unique password created by you. Select the "Next" button to continue on to the next step in the process. Remember to agree to the Terms of Service.

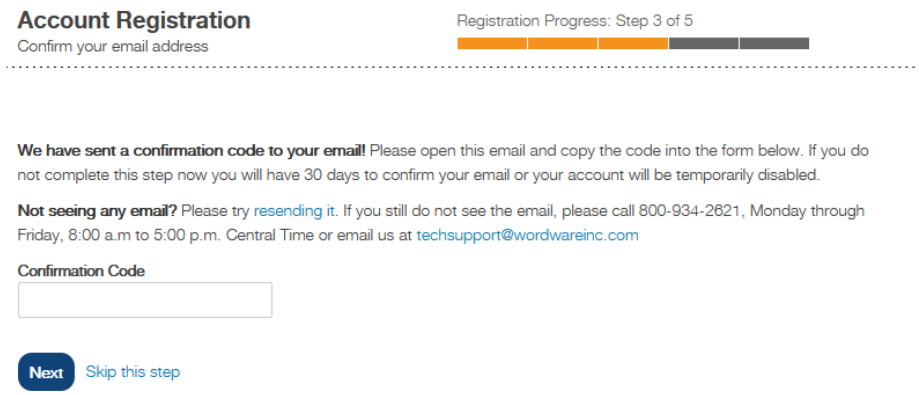


**Step 3:** Enter information about yourself regarding your PARENT USER ACCOUNT then press the "Next" button




Congratulations! You have just created your PARENT USER ACCOUNT

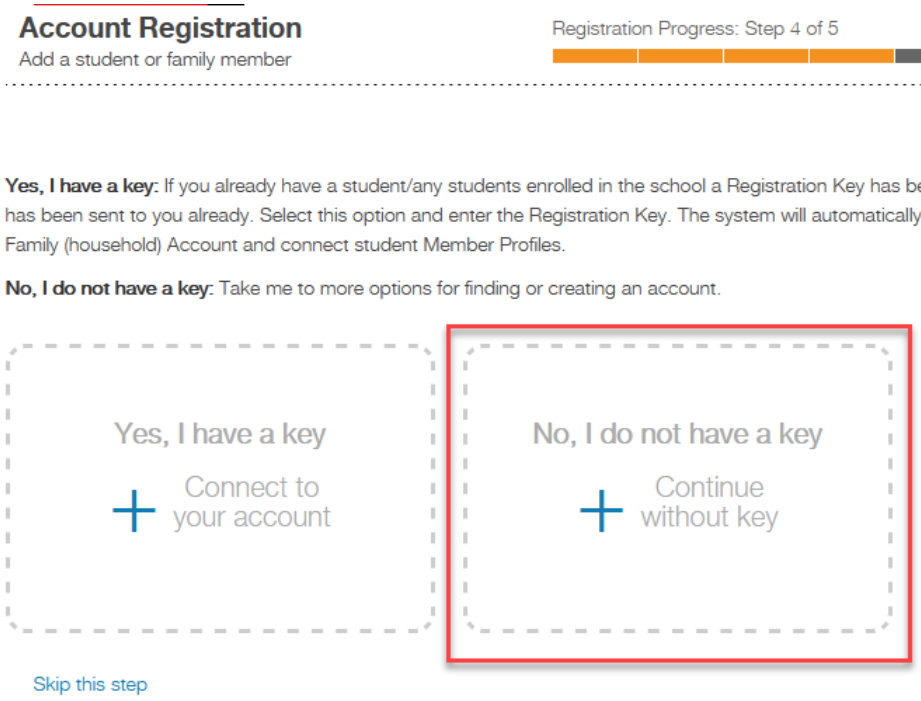
**Step 4:** Optional – Register your Account. The email will be from **SmartSchoolK12@Wordwareinc.com.** Enter your code and Select Next. If you skip this step your login will expire in 30-days and will need to be re-activated.



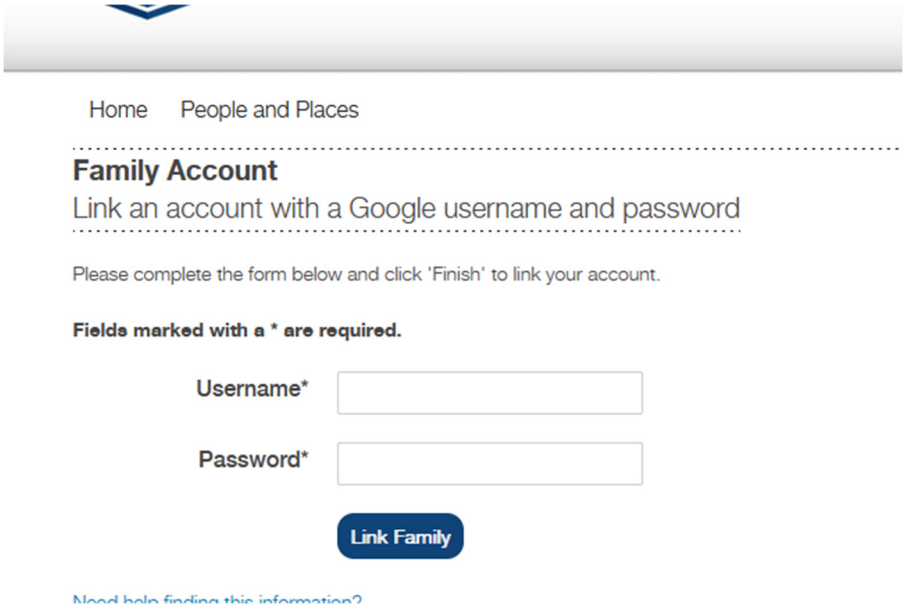
**Step 5:** Connect your user account to your student(s). We recommend you do not Skip this step.

There are two methods for you to "**Add a person"** to your PARENT USER ACCOUNT:

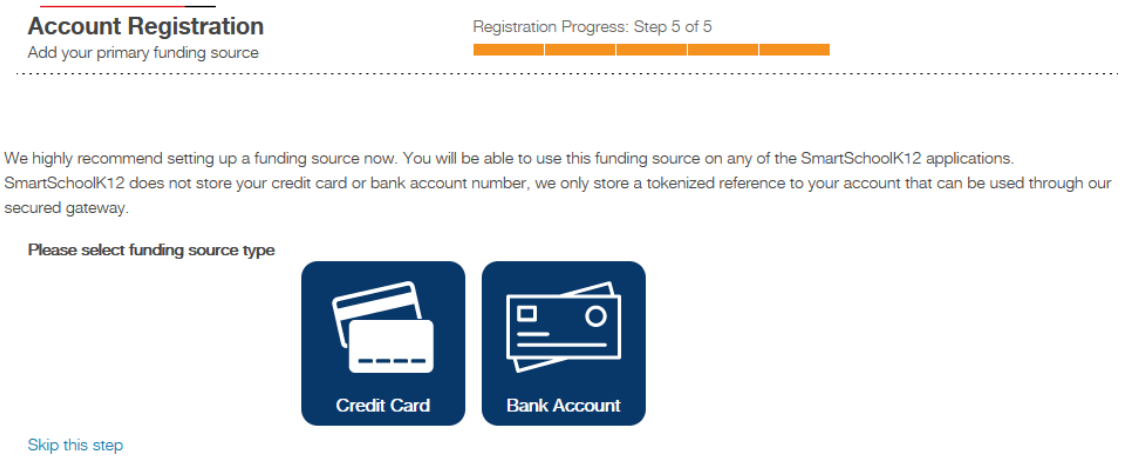
**Option 1**: If the school has sent you a 16 digit key, then select the box that says **"Yes, I have a key"** to continue.
**Option 2**: If the school did not send you a 16 digit Key, select the box that says **"No, I do not have a key"** to continue. Please look up your student's **Student ID#** and **Data of Birth** to use this option

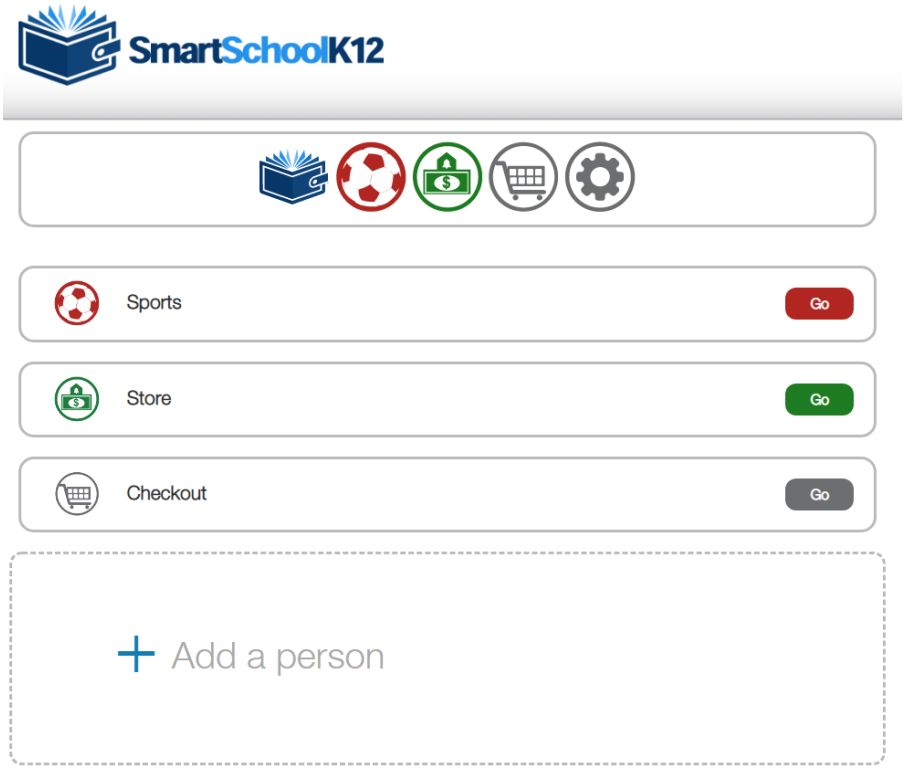



**Step 6:** Add your student(s) to your user account. On this is the page, enter the Student Google credentials for your student. Select "**Link Family"** once you have entered this information. If you have more than 1 student, the system **will try** to link all your students at the same time. If the system is unable to link you to all your students, you will need to repeat this step for each student in your household.



**Step 7:** Optional – Create a Payment Method. This step allows you to create a payment method before you make any purchases on this site. Note, your school may only have the Credit Card option for payment method.




**Step 8:** Congratulations! You have now added your students to your PARENT USER ACCOUNT. You only need to complete this process once to link your PARENT USER ACCOUNT to your students. Select either the "Go" button or the Icon of the application you wish to access and begin a registration or make a purchase