

How to Merge Duplicate School and/or Recreation Accounts

Only one Community Pass account (one username/one password) is required to register for Millburn Township Recreation or Millburn school activities. However, some residents have two Community Pass accounts, one for Recreation activities and one for school activities. For those with more than one account or “duplicate accounts,” you must merge accounts or your photo ID badges may not work at the pool or golf facilities.

1. Log onto Community Pass using the login and password for the account that you will be keeping. Scroll over “my account” in the top left corner and click Family Merge.
 - It does not matter which username and password you choose to keep. Your Millburn School and Millburn Recreation activity registrations and records will remain intact after accounts are merged.
2. Enter the login and password of the duplicate account (the account you will be eliminating) and click continue. Next follow the prompts to combine/”map” individuals in your family that may be listed twice. Once complete click finish.
3. View Account and make any edits that are needed. When editing is complete click home to return to the Community pass home Page.

Note: When signing into Community Pass choose the Millburn Township Recreation community to register for Recreation programs or select the Millburn School community to register for school programs. If you are having trouble accessing your account follow the Community Pass prompts for lost usernames and passwords. Community pass will email you the information. If you do not know your email address that is associated with your account you can call the Recreation Department at 973-564-7097.

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