

Create New Account

If this is the first time you are visiting this website, select the blue button “Click here to begin our setup process”.

This will allow you to create your own User Account, add payment methods, etc

Returning Users: type in your username and password



Welcome back!

Log in to begin managing your account

Username

This is typically your email address.

Password

Trouble logging in? [Login Assistance](#)

Sign In

Don't have an account yet?

[Click here to begin our setup process](#)

Create Your Personal Login

On this page you will use your email as your Username and the password will be something unique that you can remember.



New Account Registration

Enter your basic account details

Registration Progress: Step 1 of 3



The **User Account** manages your login, billing address, primary email, and phone number. To pay or register for items you will be asked to create a **Family (household) Account** and then add **Member Profiles** for either yourself and/or other household members.

STEP
1

Your Email Address

Email Address

Your email address will be the account name you use to log into our site.

Add your email
for the User ID

Confirm Your Email Address

Confirm Email Address

Re-enter your email address.

Create A Password

Password

Create a secure password you will remember.

Create a secure
password

Confirm Your Password

Confirm Password

Re-enter your password.

Register


Check your email account after registering for the account validation link.

Terms of Use

Read the terms of use

Click on the checkbox “I agree”

Select the “Accept” button

 **SmartSchoolK12**

Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!
[Resend activation information](#)

Terms of Service
Our Terms of Service have recently changed.
Before you can use this site, you must agree to our Terms of Service.
Terms of Service (last updated: 11/6/2018):

TERMS OF SERVICE AGREEMENT

This is a legal agreement (the "Agreement"), by and between Wordware Inc, 2526 Northland Drive, Mendota Heights, MN 55102, (hereinafter "Wordware"), and the organization that subscribes for and registers to use the services provided by Wordware (hereinafter "You"). This Agreement is effective as of the moment You indicate acceptance during the registration process. [Assumes online acceptance of Agreement.]
Wordware WILL PROVIDE ITS SERVICES TO YOU ONLY IF YOU ACCEPT ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT DURING THE REGISTRATION OF YOUR ACCOUNT. PLEASE READ THE TERMS OF THIS AGREEMENT CAREFULLY.
1. Provision of the Services. During the term of this Agreement, Wordware will provide You with the online payment services You order during the process of registering with Wordware (the

☒ I agree to these Terms of Service.


Accept

Check I agree to the terms and select the "Accept" button

Add Your Personal Info

This information is associated with you user account login

You are the only person that has access to this information

 **SmartSchoolK12**

Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!
[Resend activation information](#)

New User Account Registration Registration Progress: Step 2 of 3
Complete your billing address information

STEP
2

Fields marked with a * are required.

First Name*

Steve

Last Name*

Jones

Primary Phone*

(952) 555-0000

Phone Type*

☐ Mobile Phone

☐ Home Phone

☒ Work Phone

Address 1*

123 Apple Lane

Address 2

City*

Somewhere

State*

Minnesota

Zip*

55391

Submit

Add your personal information for your user account

Add a Student to your User Account

You are almost done setting up your user account.

The last step is to associate your student(s) to your user account.

Select the “Add a person” to start this process.

NOTE: Your school may not be using all modules, so you may not have all of the Lobby Bar icons shown in this image. You may have just the soccer ball, or the soccer ball and 1+ icons.



Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!
Resend activation information



Lunch

Go



Sports

Go



Store

Go



Add a person



Select "Add a person" to associate your student(s) to your user account

Registration Key

Unless your school has provided you a 16-digit key select “No, I do not have a key”

Note, you will need to know your student’s ID# and birth date on the next step



SmartSchoolK12

Your email has not been confirmed! Your account will expire on 09/29/2019 at 2:32 PM!
[Resend activation information](#)



Account Management

Do you have a registration key?

Yes, I have a key: If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

No, I do not have a key: Take me to more options for finding or creating an account.

Yes, I have a key



Connect to
your account

No, I do not have a key



Continue
without key

**Select "No, I
do not have
a key"**

Add Student

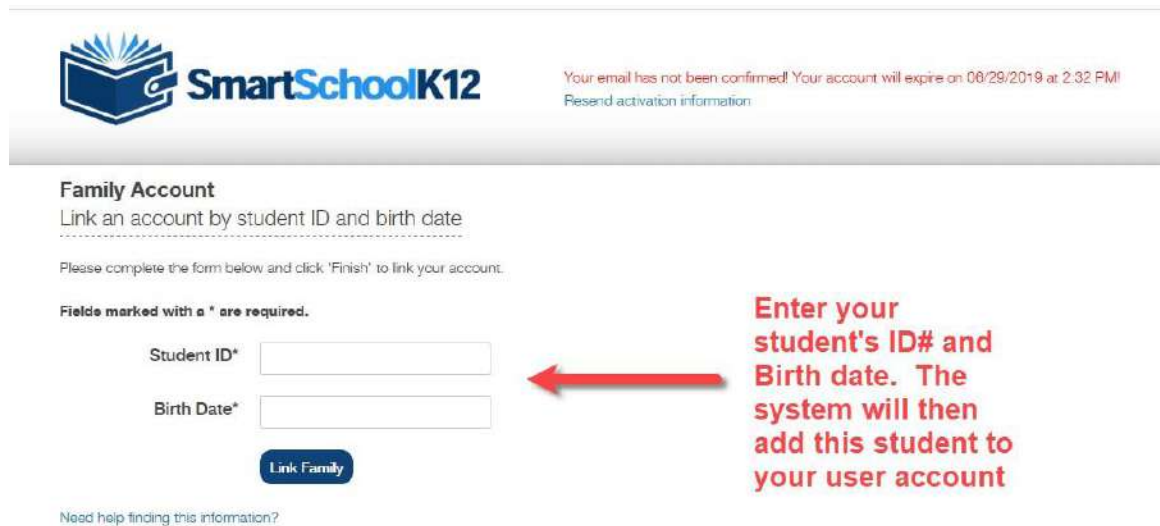
The Student ID# can be found by checking your Student Information System. This is the school system you typically access to view grades and attendance information

The birthdate is used as a second method to validate your student.

Enter your child's Student ID number and Birth Date, then click "Link Family".

Tip: Do not add the leading zeroes if your student's ID number starts with a zero.

Example: 0009855679 would be entered as 9855679 in our system.



The image shows a screenshot of the SmartSchoolK12 website's 'Family Account' page. At the top, there is a logo for SmartSchoolK12 and a notification: 'Your email has not been confirmed! Your account will expire on 08/29/2019 at 2:32 PM! Resend activation information:'. Below this, the section is titled 'Family Account' with the subtitle 'Link an account by student ID and birth date'. A note says 'Please complete the form below and click "Finish" to link your account.' Below this, a note states 'Fields marked with a * are required.' There are two input fields: 'Student ID*' and 'Birth Date*'. A red arrow points from the text 'Enter your student's ID# and Birth date. The system will then add this student to your user account' to the 'Student ID*' field. Below the input fields is a blue button labeled 'Link Family'. At the bottom, there is a link that says 'Need help finding this information?'.

Family Account
Link an account by student ID and birth date

Please complete the form below and click "Finish" to link your account.

Fields marked with a * are required.

Student ID*

Birth Date*

[Link Family](#)

[Need help finding this information?](#)

Enter your student's ID# and Birth date. The system will then add this student to your user account

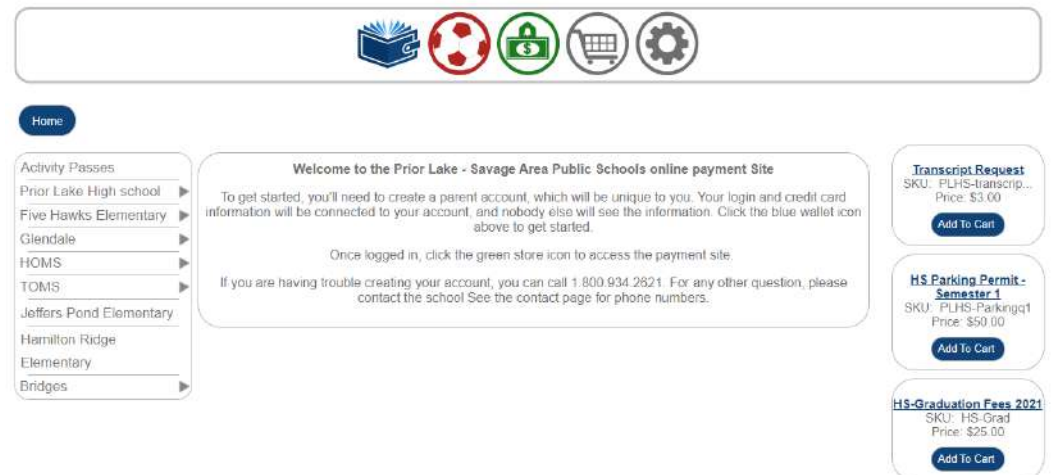
Options Available

Click the **Soccer Ball** to be directed to the Athletics/Activities Registration.

NOTE: Your school may not be using all modules, so you may not have all of the Lobby Bar icons shown in this image. You may have just the soccer ball, or the soccer ball and 1+ icons.



Click the **Green Store** to be directed to EduTrak for purchasing additional school items, such as class fees, parking permits, graduation fees, HS transcripts, field trips and more.



Register

Select the “Register” link to sign-up your student for an activity or sport.

NOTE, please check your email to make sure you confirm the registration process is complete.

You have 30-days to complete this last step. If you avoid this step, your login may not work in the future and a new “Confirmation” link will need to be re-sent to your email address.

The screenshot shows the 'Sports & Activities' website interface. At the top left is a soccer ball icon. To its right is the text 'Sports & Activities'. In the top right corner, a red-bordered box contains the message: 'Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM! Resend activation information'. Below the header is a navigation bar with five icons: a blue book, an orange fork and knife, a red soccer ball, a green dollar sign, and a grey gear. Below this bar are two tabs: 'Students' (highlighted in red) and 'Order History'. The main content area shows a student profile for 'BRIANNA' with a blacked-out student ID and 'St. Louis Park High School'. To the right of the profile are two links: 'Manage Student' and 'Register', both with a red arrow pointing to the 'Register' link. At the bottom of the page is a dashed box containing a blue plus icon and the text 'Add a person'.

Sports & Activities

Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!
Resend activation information

Students Order History

BRIANNA [Redacted]
Student ID [Redacted] School St. Louis Park High School

Manage Student
Register

+ Add a person