



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

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

Confirm Your Email Address

Re-enter your email address.

Create A Password

Create a secure password you will remember.

Confirm Your Password

Re-enter your password.

Register

Check your email account after registering for the account validation link

Add your email for the User ID

Create a secure password

Terms of Use

Read the terms of use

Click on the checkbox "I agree"

Select the "Accept" button

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 your 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 08/29/2019 at 2:32 PM!
[Resend activation information](#)

New User Account Registration
Complete your billing address information

Registration Progress: Step 2 of 3

STEP 2

Fields marked with a * are required.

First Name*

Last Name*

Primary Phone*

Phone Type* Mobile Phone
 Home Phone
 Work Phone

Address 1*

Address 2

City*

State*

Zip*

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 Loby Bar icons shown in this image. You may have just the soccer ball, or the soccer ball and 1+ icons.

The image shows the SmartSchoolK12 user interface. At the top, there is a logo and a message: "Your email has not been confirmed! Your account will expire on 06/29/2019 at 2:32 PM!" with a "Resend activation information" link. Below the logo is a row of five icons: a blue book, a red fork and knife, a red soccer ball, a green money bag, and a grey gear. Underneath these are three buttons: "Lunch" (orange icon), "Sports" (red soccer ball icon), and "Store" (green money bag icon), each with a "Go" button to its right. At the bottom, there is a dashed-line box containing a blue plus sign and the text "Add a person". To the right of this box, a red arrow points to the "Add a person" text, and a red box contains the instruction: "Select 'Add a person' to associate your student(s) to your user account".



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



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

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.

<input type="checkbox"/> Yes, I have a key + Connect to your account	<input type="checkbox"/> No, I do not have a key + Continue without key
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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 birth date is used as a second method to validate your student.

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



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

Click the soccer ball to be directed to the Athletics Registration.

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



Lunch

Go



Sports

Go



Store

Go

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 resent to your email address

The screenshot shows a user interface for managing student activities. At the top, there is a red circular icon with a white soccer ball and the text "Sports & Activities". To the right, a message box displays: "Your email has not been confirmed! Your account will expire on 08/29/2019 at 2:32 PM!" with a "Resend activation information" button. Below the header, there is a row of five icons: a blue book, an orange fork and knife, a red soccer ball, a green money bag, and a grey gear. A navigation bar below these icons includes tabs for "Students" (which is selected) and "Order History". In the main content area, there is a profile card for a student named BRIANNA, with a blacked-out Student ID and School name (St. Louis Park High School). To the right of the profile, there are two links: "Manage Student" and "Register", with a red arrow pointing to the "Register" link. At the bottom left of the main content area, there is a button labeled "+ Add a person".