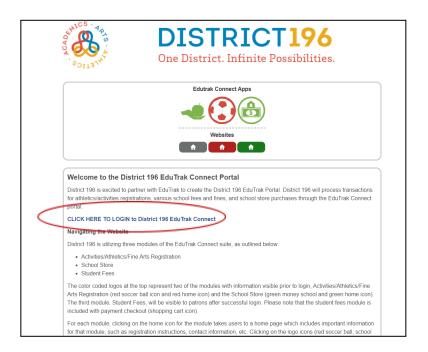
District 196 EduTrak Connect Account Setup Instructions

Follow these instructions to set up your account in EduTrak Connect. These steps only need to be completed the first time you access the system.

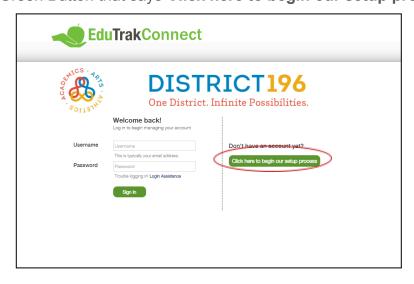
1. Start at the main EduTrak Connect Page: https://district196.cf.edutrakconnect.com/

This page is the main landing page and has information on each of the apps within EduTrak Connect, as well as links to log-in instructions in three languages.

2. Click on CLICK HERE TO LOGIN to District 196 EduTrak Connect



3. Click on the Green Button that says Click here to begin our setup process.

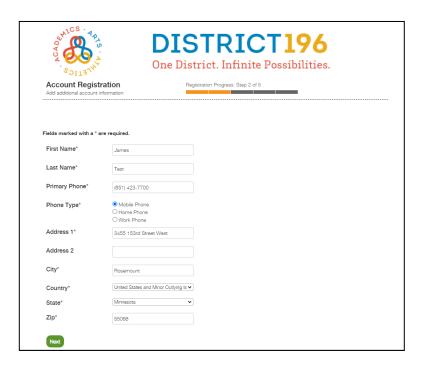


4. Complete the fields on this Account Registration Page. Your User Account login will be your email address and a unique password created by you.

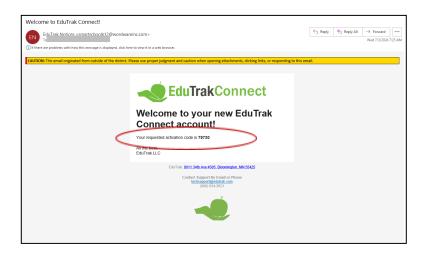
Enter and confirm your email address, create and confirm a password, and click the box to agree to the terms of service. Click the Green Next Button.



5. Complete the fields on this Page. Enter your Name, Primary Phone/Type & Address. Click the Green Next Button.



6. A confirmation code will be sent to the email address you provided. The email will look like the email below.



7. Enter the confirmation code which was sent to your email address.



If you choose to skip the confirmation step, you get the message below and your login credentials will be disabled in 30 days.



8. Click the No, I do not have a key Option to continue.



9. Click Connect an Account to add a student to your account.

If you Choose to Skip this step, you may add a student to your account later.

You cannot pay a fee or sign a student up for an activity until they are added to your account.



10. Enter the Student ID and Birth Date for your student. Click Connect Family.

You may locate a Student's Student ID via Schoology, Report Cards, or on the label located on the back of your student's iPad.



11. You may choose to enter Credit Card information on this screen or click Skip this Step to add this information later.



Congratulations! You have now set up your EduTrak Connect account and added your student(s).

You may click on one of the icons below to sign up for an activity or to pay a fee. Click Add a Person to add another student. Manage your account by clicking on the Gear Icon.

