

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.

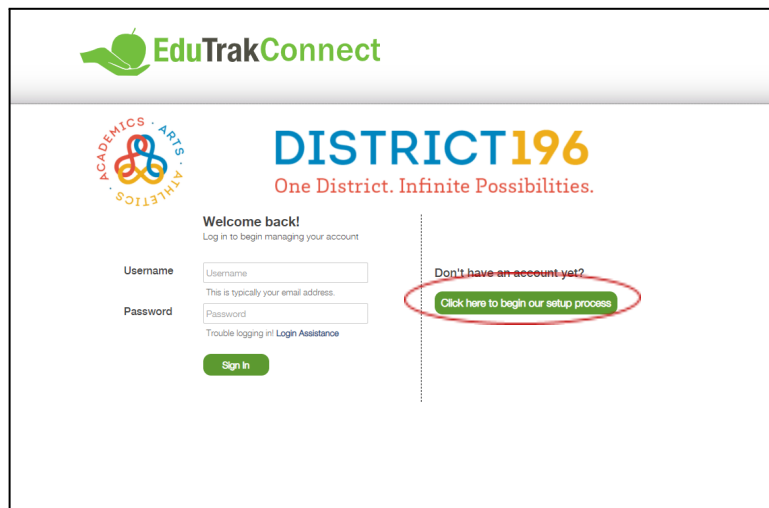
1. Start at the main EduTrak Connect Page: <https://district196.cf.edutrakconnect.com/>

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.

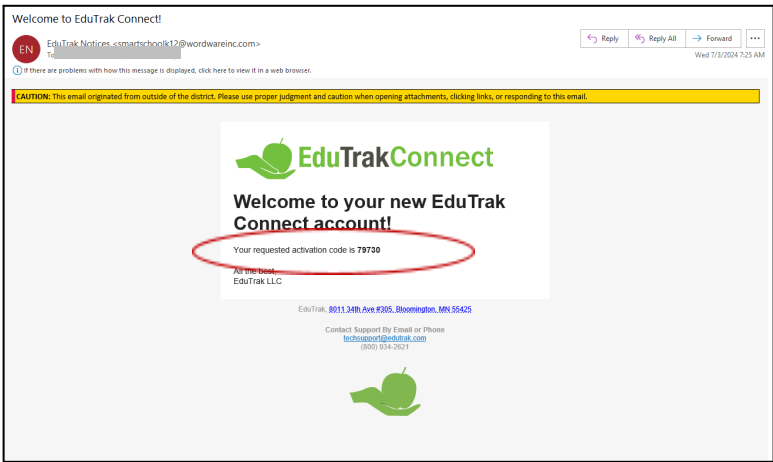
Enter and confirm your email address, create and confirm a password, and click the box to agree to the terms of service. Click the Green Next Button.

The screenshot shows the 'Account Registration' page for District 196, indicating 'Step 1 of 5' in the registration progress. The page features the District 196 logo with the tagline 'One District. Infinite Possibilities.' and the EduTrakConnect logo. The registration form includes fields for 'Your Email Address' (pre-filled with 'youremail@gmail.com'), 'Confirm Your Email Address', 'Create A Password', and 'Confirm Your Password'. A checkbox for 'I agree to the terms of service' is checked. A green 'Next' button is at the bottom.

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

The screenshot shows the 'Account Registration' page for District 196, indicating 'Step 2 of 5' in the registration progress. The page features the District 196 logo with the tagline 'One District. Infinite Possibilities.' and the EduTrakConnect logo. The registration form includes fields for 'First Name*' (pre-filled with 'James'), 'Last Name*' (pre-filled with 'Test'), 'Primary Phone*' (pre-filled with '(651) 423-7700'), 'Phone Type*' (radio buttons for 'Mobile Phone', 'Home Phone', and 'Work Phone'), 'Address 1*' (pre-filled with '3455 153rd Street West'), 'Address 2', 'City*' (pre-filled with 'Rosemount'), 'Country*' (pre-filled with 'United States and Minor Outlying Is'), 'State*' (pre-filled with 'Minnesota'), and 'Zip*' (pre-filled with '55068'). A green 'Next' button is at the bottom.

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.

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Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

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

[Skip this step](#)

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.

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Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

Connect an Account
+ With Student ID and Birth Date

[Go Back](#) [Skip this step](#)

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.

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Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

Please complete the form below and click 'Link Family' to link your account.

Student ID 555555

Birth Date 10/27/2008

Connect Family
Finish connecting the new family to your account.

Go Back Skip this step

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

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Account Registration
Add your primary funding source

Registration Progress: Step 5 of 5

We highly recommend setting up a funding source now. You will be able to use this funding source on any of the EduTrak Software applications. EduTrak Software does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Please enter credit card information:

First Name: James

Last Name: Test

Address: 3455 153rd Street West

City: Rosemount

State: MN

Zipcode: 55068

Card Number

Expiration Date MM/YYYY

Card Code CVV

SAVE **CANCEL** **RESET**

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.

