

****You must CREATE an account, but student and parent/guardian accounts must be set up differently. Please follow the instructions below accordingly.****

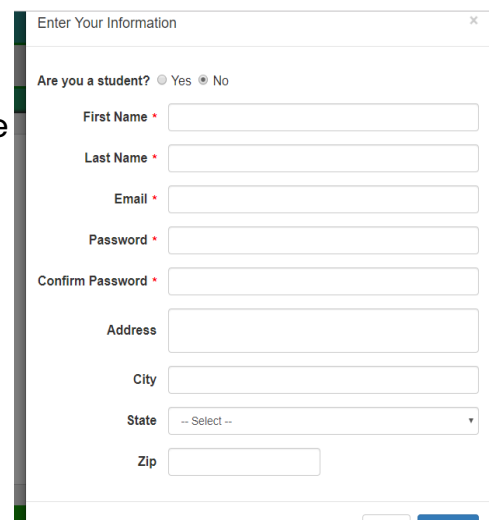
✓ How to set up a new webstore account:

- o Click on **"My Account"**
- o Click on **"Register for an account"**

STUDENTS: click **"Yes"** or you will not have access to all available items/events.

Use your school email address to create an account

- You will receive an email that will let you set up your account.
- *Check your email!*
- If you have problems opening from your email, copy the link, go back to the browser and paste the link.
- Click **"My Account"**
- Your account should now be set up.

A screenshot of a web registration form titled "Enter Your Information". It includes a radio button question "Are you a student?" with "Yes" and "No" options. Below are input fields for First Name, Last Name, Email, Password, Confirm Password, Address, City, State (a dropdown menu), and Zip.

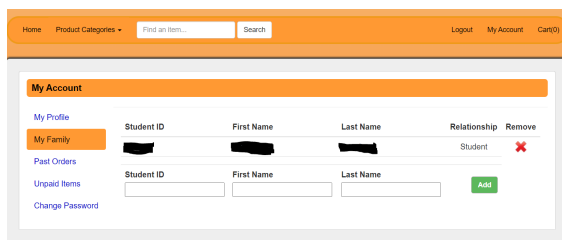
PARENTS: Click **"No"** so that you can track purchases for single or multiple students.

Use your own information (email, first name, last name, etc.).

- You will receive an email that will let you set up your account.
- *Check your email!*
- If you have problems opening from your email, copy the link, go back to the browser and paste the link.
- Click My Account
- Your Account should now be set up.

Parents: After you set up your account, you will be able to add your student(s) using their STUDENT ID # and Name under my family. *******(Your student still needs to create their own account, for full access.)

EXAMPLE:

A screenshot of a web account page titled "My Account". It has a sidebar with links: My Profile, My Family (highlighted), Past Orders, Unpaid Items, and Change Password. The main content area shows a table for family members with columns for Student ID, First Name, Last Name, Relationship, and Remove. One student is listed with a red 'X' in the Remove column. Below the table are input fields for adding a new student and an "Add" button.

Parents: Add Student in this box by typing the STUDENT ID # & NAME. Then click on "Add" to track student purchases that have been made.

EXAMPLE:

Student ID	First Name	Last Name	
			Add

**** PLEASE NOTE:** *If you are having difficulties signing in, please make sure that your internet browser accepts cookies. Set your browser to accept/allow cookies, save settings and refresh.*