



**Step 1:** To access the login page select the **Wallet** icon. Select the button “Click here to begin our user setup process” to create your PARENT USER ACCOUNT.

**Login** SmartSchoolK12 Apps



 **SmartSchoolK12**

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**Welcome back!**  
Log in to begin managing your account

Username   
This is typically your email address.

Password   
Trouble logging in? [Login Assistance](#)

Don't have an account yet?

Select this button when setting up User Account for the first time

**Step 2:** Your new PARENT USER ACCOUNT login will be your email address and a unique password created by you. Select the “Next” button to continue on to the next step in the process. Remember to agree to the Terms of Service.

**Account Registration** Registration Progress: Step 1 of 5

Enter your basic account details

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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.

☐ I agree to the [terms of service](#)

Enter your email. This will be your Username

Create a password for your User Account

Select I Agree to Terms

**Step 3:** Enter information about yourself regarding your PARENT USER ACCOUNT then press the “Next” button

## Account Registration

Add additional account information

Registration Progress: Step 2 of 5



Fields marked with a \* are required.

First Name*	<input type="text" value="Steve"/>
Last Name*	<input type="text" value="Smith"/>
Primary Phone*	<input type="text" value="(952) 555-5555"/>
Phone Type*	<div><input type="radio"/> Mobile Phone <input type="radio"/> Home Phone <input checked="" type="radio"/> Work Phone</div>
Address 1*	<input type="text" value="123 Elm Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Somewhere"/>
Country*	<input type="text" value="United States and Minor Outlying Is"/>
State*	<input type="text" value="Minnesota"/>
Zip*	<input type="text" value="55555"/>

Enter information about  
you to create a User  
Account

Next



Select Next

Congratulations! You have just created your PARENT USER ACCOUNT.

**Step 4:** Register your Account. You will receive an email from **SmartSchoolK12@Wordwareinc.com**. Enter the code found in that email and click “Next”. *If you skip this step your login will expire in 30-days and will need to be re-activated.*

## Account Registration

Confirm your email address

Registration Progress: Step 3 of 5



**We have sent a confirmation code to your email!** Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

**Not seeing any email?** Please try [resending it](#). If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at [techsupport@wordwareinc.com](mailto:techsupport@wordwareinc.com)

Confirmation Code

Next

[Skip this step](#)

**Step 5:** Connect your user account to your student(s) by clicking the box that says “Add A Person”.

You will then be presented with two methods for you to “Add A Person” to your PARENT USER ACCOUNT:

- **Option 1:** If you have students attending Columbus Public Schools (box on left).
- **Option 2:** If you do not have students attending Columbus Public Schools (box on right).

Students Order History Coaches

**Add a person**  
Please make a selection below.

+ My student or participant attends the school district


+ I want to add a homeschool, private school, or cooperative school student

**Step 6:** Select the box on the right: “I want to add a homeschool, private school, or cooperative school student”.

**Step 7:** On the next page, enter the details requested. If you enter information that matches a student in Columbus Public Schools, you will receive a message that says “A similar student already exists in the system!” and you will need to go back and select the option to add a student that attends the district.

Students Order History Coaches

**Add Homeschool Students**  
Please complete and save the information below to create the new student(s)

 Columbus Public School District

First Name Last Name Gender Grade Birth Date

Add Another Save

Click “Add Another” to add another student or “Save” to save and continue.

**Step 8:** Optional – Create a Payment Method. This step allows you to create a payment method before you make any purchases on this site. Note, your school may only have the Credit Card option for payment method.

## 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 SmartSchoolK12 applications. SmartSchoolK12 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 select funding source type



[Skip this step](#)

**Step 9:** Congratulations! You have now added your students to your PARENT USER ACCOUNT. You only need to complete this process once to link your PARENT USER ACCOUNT to your students. Select either the “Go” button or the Icon of the application you wish to access and begin a registration or make a purchase.



Sports

Go



Store

Go



Checkout

Go

[+ Add a person](#)