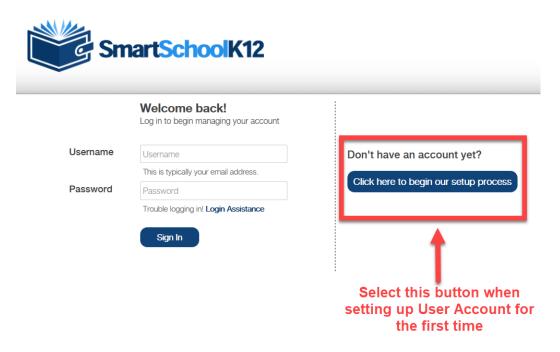
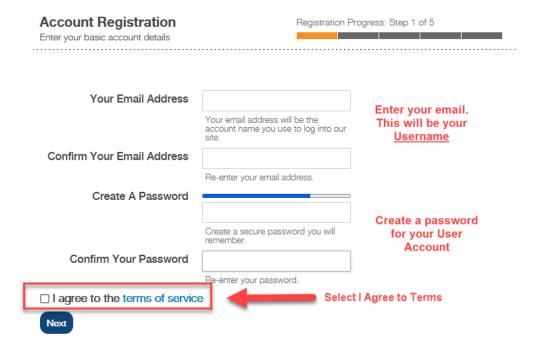
Step 1: To access the login page select the **Wallet** icon. Select the button **"Click here to begin our user setup process"** to create your PARENT USER ACCOUNT.

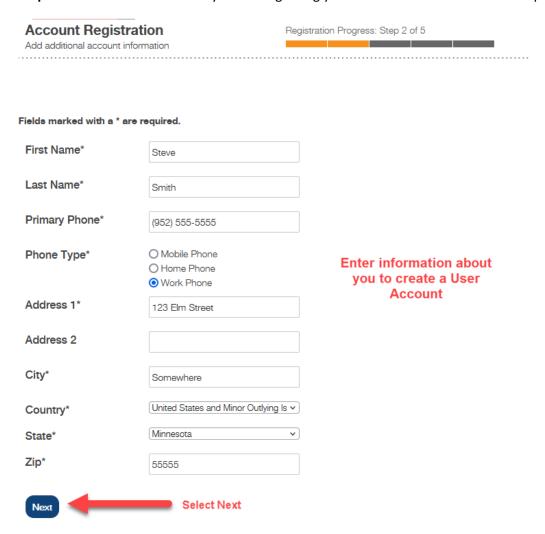




Step 2: Your new PARENT USER ACCOUNT login will be your email address and a unique password created by you. Select the "Next" button to continue on to the next step in the process. Remember to agree to the Terms of Service.

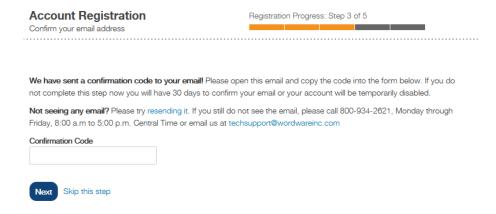


Step 3: Enter information about yourself regarding your PARENT USER ACCOUNT then press the "Next" button



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*.



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

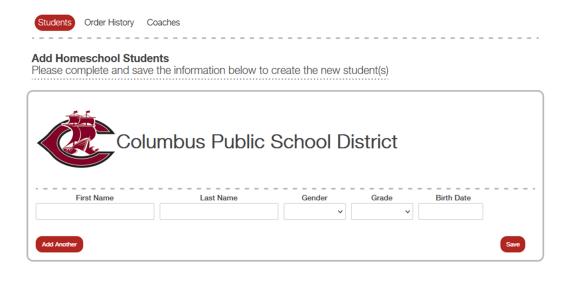
You will then be presented with two methods for you to "Add A Person" to your PARENT USER ACCOUNT:

- 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).



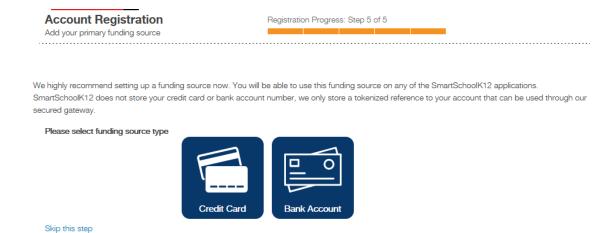
Step 6: Select the box on the right: "I want to add a homeschool, private school, or cooperative school student".

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.



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.



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.

