



## MIDWEST CENTRAL CUSD #191 ON-LINE – HOW TO CREATE A TEACHERASE LOG IN FOR ON-LINE REGISTRATION

In order to use on-line registration, you will need a Teacherease account/log-in. If you do not have a Teacherease account, your school will need to create one for you. In order to do this, we first need an email address. If you do not have an email account, you may sign up for a free account at google.com.

To create a new Gmail account follow these steps:

1. Go to [www.gmail.com](http://www.gmail.com).
2. Click "Create Account."
3. The sign-up form will appear. Follow the directions by entering the required information.
4. Next, enter your phone number to verify your account. Google uses a two-step verification process for your security.
5. You will receive a text message from Google with a verification code. Enter the code to complete the account verification.
6. Next, you will see a form to enter some of your personal information, like your name and birthday.
7. Review Google's Terms of Service and Privacy Policy, then click I agree.
8. Your account will be created.

Once you have an email address, we will create a login for you to begin registration at [www.teacherease.com](http://www.teacherease.com).

1. Please contact your student's school between August 3rd - 11th (if you have multiple students in multiple buildings, you only need to call one school, it does not matter which one) and we will create a login for you.
2. Once you have given us your email address, the system will send you a welcome email. If you do not see the email in your inbox, please check the spam folder. After you have located the email, you can follow the link to create your own password and set up your account.
3. Once you have a login, you can go to [www.teacherease.com](http://www.teacherease.com) and begin on-line registration. You will click the 'Miscellaneous' tab on your student's page and follow the instructions. Important note: on-line registration must be completed through the web portal. You cannot access on-line registration from the Teacherease app.