

Self Registration

You can register on the website if self registration is enabled.

Here's how you self register.

1. Click **Register** on the **MyStart** navigation bar. A Birth Date Validation window like the one shown in Figure 9 displays. Validation is required to ensure that the registration process is compliant with federal law under the Children's Online Privacy Protection Act (COPPA).

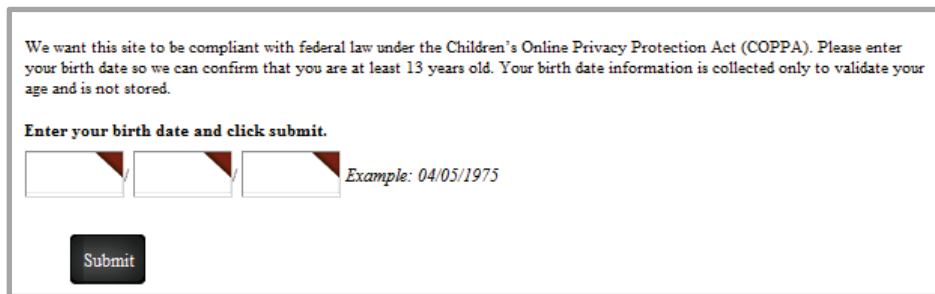


Figure 9: Birth date validation window

2. Enter your birth date in the format mm/dd/yyyy.
3. Click **Submit**. A Registration window like the one shown in Figure 11 displays.
4. Enter your registration information. Note that required fields have a red triangle in the upper right corner of the data field box.
 - Your user name should be no more than 30 characters
 - Your password should be no more than 14 characters. Passwords are case sensitive. No one can see your password.
5. You might want to include your zip code when completing this form. This enables distance calculation for calendar events or Maps & Directions apps.
6. Click **Submit**. A confirmation message like the one in Figure 10 displays.

Success! You have registered for this site. You can now [sign in](#). Click [My Account](#) to edit your account settings and subscriptions.

Figure 10: Registration confirmation message

Enter your first and last name, email address, user name and password. If you want, you can fill in the other items. Entering your zip code will allow the site to calculate your distance from locations listed on the site.

First Name:

Last Name:

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address:

User Name:

Password:

Confirm Password:

Please send me E-Alerts from this site.

Figure 11: Self Registration form

Signing In to Your Website

Once you are a registered user, you can sign in to the website. To do this you will need to have your User Name and Password.

You may have received an email with this information. If you did not receive your sign-in information, contact the site Webmaster.

To retrieve a forgotten password, click **Forgot My Password** as you see in the Sign In window shown in Figure 13. Your password will be emailed to you. If you have forgotten your user name or do not have an email address in your account, you will need to contact your Site Director or System Administrator.

Depending on your passport, you may be able to change your account information once you sign in. See *Your Account Settings*.

Signing into Centricity2

Here's how you sign in to your website.

1. Navigate to the website by entering the website address (URL) in your browser address bar.

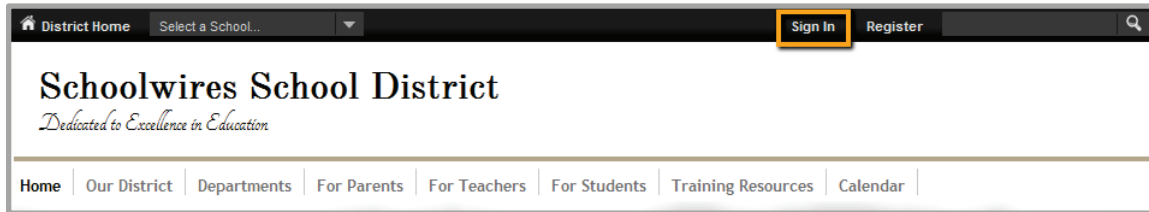


Figure 12: Sign in on the MyStart bar

2. Click **Sign In** on the **MyStart** bar as shown in Figure 12. A Sign In window like the one shown in Figure 13 displays.

A screenshot of the Sign In window. The window has a title 'Enter your user name and password to sign in.' and a paragraph of text: 'You can use this site without being registered or signing in. However, registered users who sign in have access to some features and information that are not available to other users. Remember that your password is case-sensitive.' Below the text are two input fields: 'User Name:' and 'Password:'. At the bottom of the window are two buttons: 'Sign In' and 'Forgot My Password'. The 'Forgot My Password' button is highlighted with a yellow box.

Figure 13: Sign in window

3. Enter your User Name and Password.
4. Click **Sign In** The screen refreshes and you see the site homepage.

Your Account Settings

After signing in, your **MyStart** bar displays differently. As you can see in Figure 14, **Sign In** is replaced by **My Account**. From the **My Account** drop-down list, you can either edit your account settings (view, change or delete the personal and access information – provided you have been granted permission to do this) or sign out of the website. An Account Setting window is shown in Figure 15.



Figure 14: My Account on the MyStart bar

Edit your Account Settings

Here’s how you modify your user account information.

1. Click **My Account**. The drop-down list displays.
2. Click **Edit Account Settings** from the drop-down list. An Account Settings window like the one shown in Figure 15 displays.

 A screenshot of the 'Account Settings' window. At the top, it says 'Hi, Eric Sparks!' and 'Update your personal information and account settings below.' with a 'Sign Out' button. On the left is a sidebar menu with options: Information (selected), E-Alert Settings, Subscriptions, PassKey Accounts, Change Password, and Delete Account. The main content area is titled 'Information' and contains the following fields:

- User Name: esparks
- Email Address: esparks@schoolwires.com
- First Name: Eric
- Last Name: Sparks
- Title: Teacher
- Phone Number: (empty field)
- Street: (empty field)
- City, State & Zip: (empty fields)

 A 'Save Changes' button is located at the bottom of the form.

Figure 15: Account Settings window

3. Modify your account information.
 - If you did not self register, we recommend that you change your password. We recommend that your User Name be between 1 and 30 characters. Your password is case sensitive and we recommend that it be between 1 and 14 characters.
 - We also recommend that you enter your zip code. This will enable distance calculation when viewing calendar events or Maps & Directions apps.
4. Modify your *E-Alert Settings*. Here you enter your mobile device information for receiving *Broadcast E-Alerts*, provided they have been enabled for your site.
 - Enter your ten digit cell phone number in the Mobile E-Alert number field. Enter the numbers using no dashes or spaces.
 - Select your service provider from the Mobile E-Alert Provider drop-down list like the one shown in Figure 16.

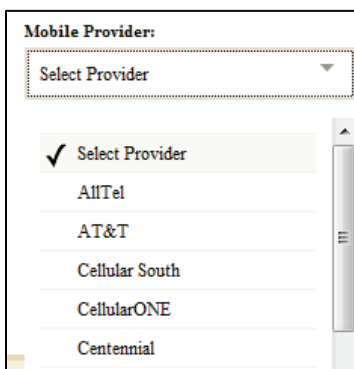


Figure 16: Service Provider drop-down list

- Indicate whether you want *Broadcast E-Alerts* sent to your cell phone all the time or just when they are flagged as emergency *Broadcast E-Alerts* by clicking the appropriate radio button. Note that additional charges may be applicable depending on your service agreement with your wireless provider.
5. Modify your *Subscriptions* options. Here you indicate your areas of interest for *Content E-Alerts*.
 - Add and remove Site Subscriptions.
 - Add or remove Other Areas (section subscriptions).
 6. Modify your *PassKey* accounts. This option displays if your organization has access to and has activated *Passkey Management*. Here you manage your *PassKey* accounts.
 7. Click **Save**. The confirmation message shown in Figure 17 displays. You may return to your account settings to make

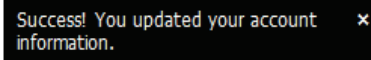


Figure 17: Success growl

additional changes, sign out, choose a site or subsite or navigate to a section on the current site or subsite.

Delete your Account

Here's how you delete your account.

1. Click **My Account** on the **MyStart** bar.
2. Select **Edit Account Settings** from the drop-down list. An Account Settings window like the one shown in Figure 18 displays.

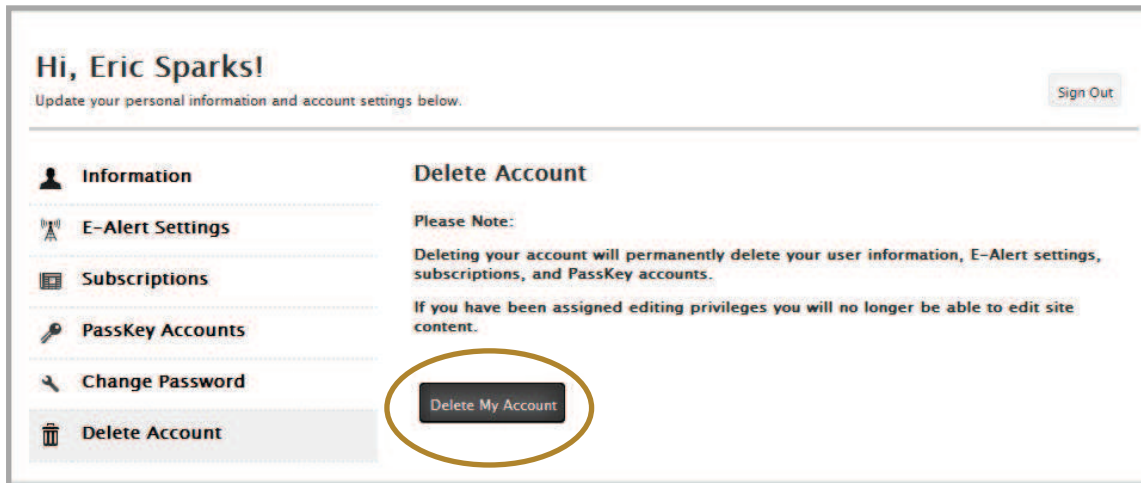


Figure 18: Delete Account window

3. Click **Delete My Account**. A Delete Confirmation window like the one shown in Figure 19 displays.

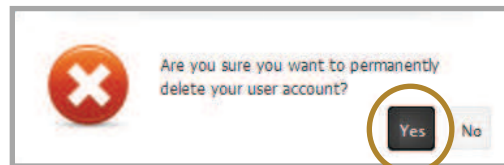


Figure 19: Delete account confirmation

4. Click **Yes**. Your account will be deleted and a confirmation message like the one in Figure 20 displays.

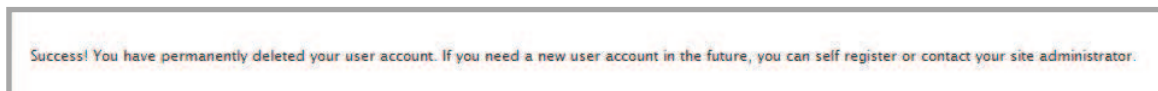


Figure 20: Deleted account message

Note that when you delete your account, it is taken out of service and is placed into the Users Recycle Bin. Because of this, you will need to use a different User Name should you self register again. Alternatively, you may contact the site webmaster and ask them to restore your account.