



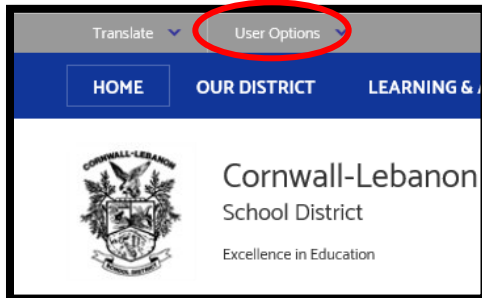
Cornwall-Lebanon

School District

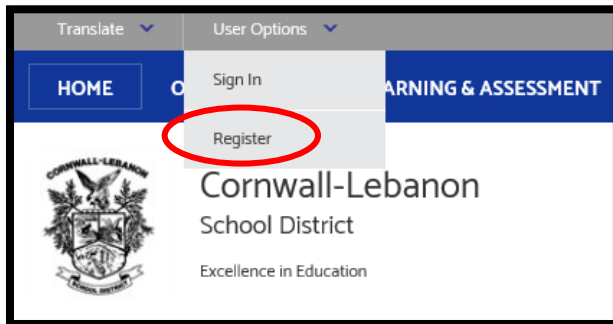
Excellence in Education

Registering for our Cornwall-Lebanon School District website will afford additional opportunities to access special content, connect common websites/apps with a single sign-on experience, and much more. Below are instructions on self-registering for the District website.

1. At the top grey Welcome Bar, click on **User Options**.



2. In the drop down menu, click **Register**.



3. On the next screen, please enter your birthdate in the format of a two digit month, two digit day, and four digit year. This information is not stored anywhere. Your birthdate is used to verify that you are over 13 years old to comply with Federate and State compliance regulations and laws.

Your birth date information is collected only to validate your age and is not stored.

Enter your birth date and click submit.

/ / Example: 04/05/1975



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4. Complete the web form with your information.

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

* First Name:

* Last Name:

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

* Email Address:

* User Name:

* Password: [?](#)
The strongest passwords contain a mix of upper and lower case letters, numbers and special characters.

* Confirm Password:

I HAVE READ AND AGREE TO THE [WEB COMMUNITY MANAGER TERMS OF USE](#)



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5. Once you click Submit, you will receive a Success message and a confirmation email.

Success!

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

6. Allow for approximately one week to be placed into the system which will allow you to create Pass Keys to connect your Skyward Family Access to the website and much more.