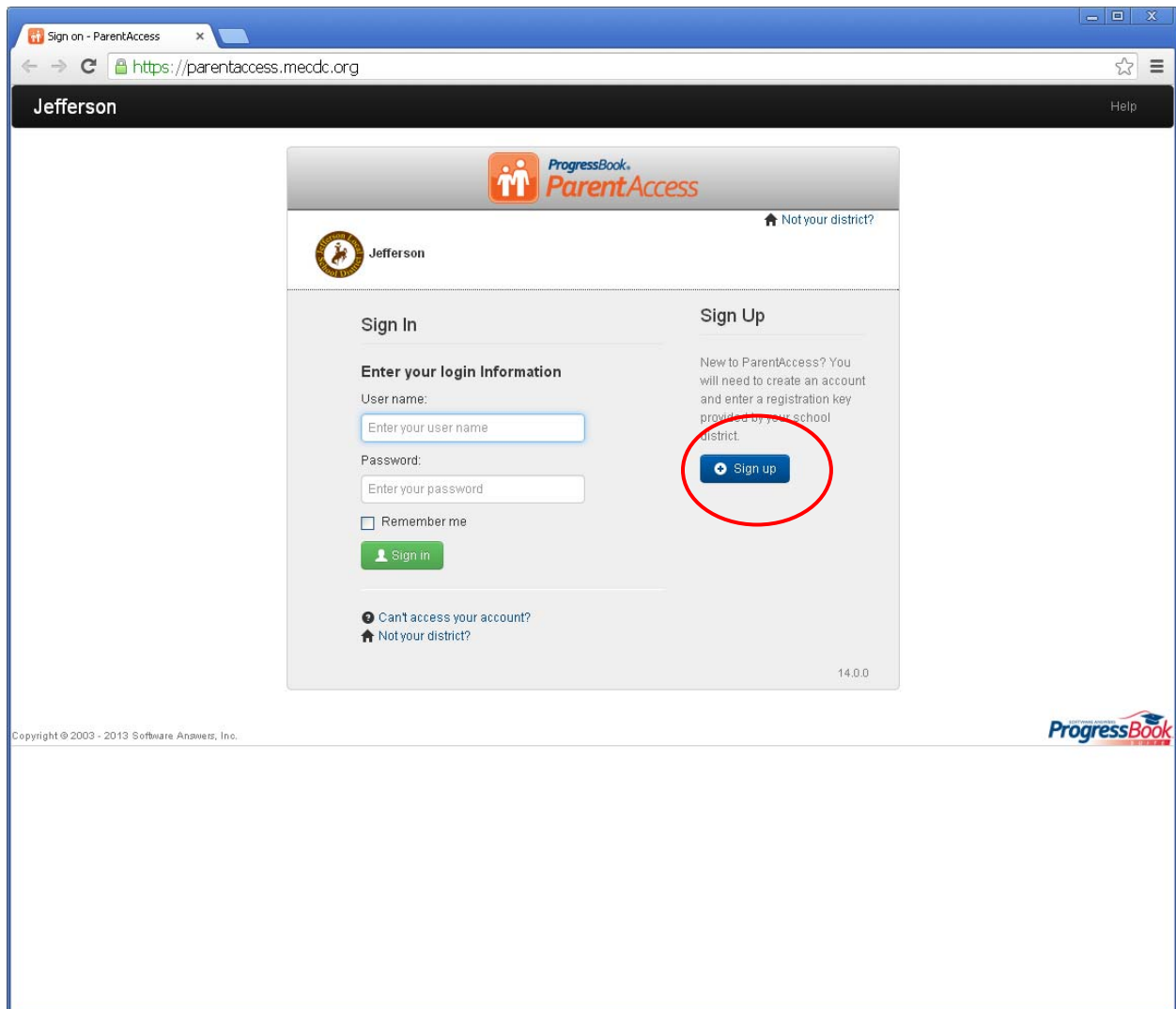
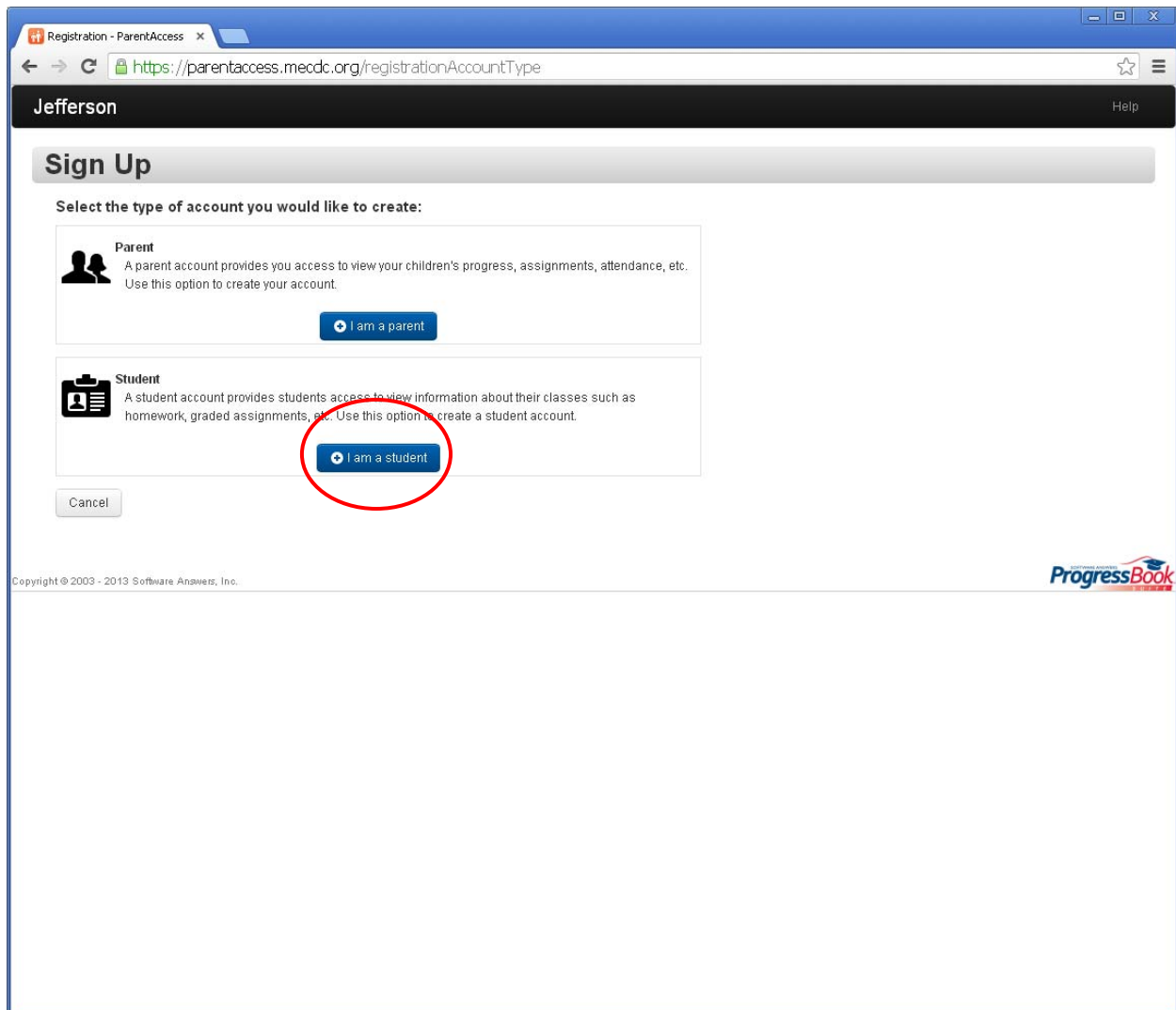


## Directions for Students on how to set up their account

1. Go to the Sign In page (link is listed on our school webpage under Parents & Students) and click Sign Up (circled in red below):



2. Click the "I am a student" button (circled in red in the picture below):



3. Put in your First Name in the first box, Last Name in the second box. Then enter your birthdate and make sure you put two digits for the month and date and four digits for the year. Enter your email in the final two boxes. See the example below:

Registration - ParentAccess x

https://parentaccess.mecdc.org/studentRegistration

Jefferson Help

## Sign Up

Create a student account

1 Profile 2 Account

### Student Information

First Name: Curt

Last Name: Dennis

Date of Birth: 03/07/1995

Email: test@west-jefferson.k12.oh.us

Re-enter Email: test@west-jefferson.k12.oh.us

Continue Cancel

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https://parentaccess.mecdc.org

4. Hit the green "Continue" button
5. On the next screen create a username. I would use the same thing as your student username. For example...13csmith or 14jdoe
6. Next create a password and type it in the next two boxes that ask for the password
7. Then enter your registration key that you were given in the next box.

You should get all green checkmarks to the right of the boxes as you fill in the information. It will tell you if something is wrong.

Sample of data showing what it would like is below:

Registration - ParentAccess x

https://parentaccess.mecdc.org/studentRegistration

Jefferson Help

## Sign Up

Create a student account

1 Profile 2 Account


### Account Information

User name:  ✓ User name is available

Password:  ✓ Password is acceptable

Re-enter Password:  ✓ Passwords match

Registration Key:

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8. Click the green "Register" button