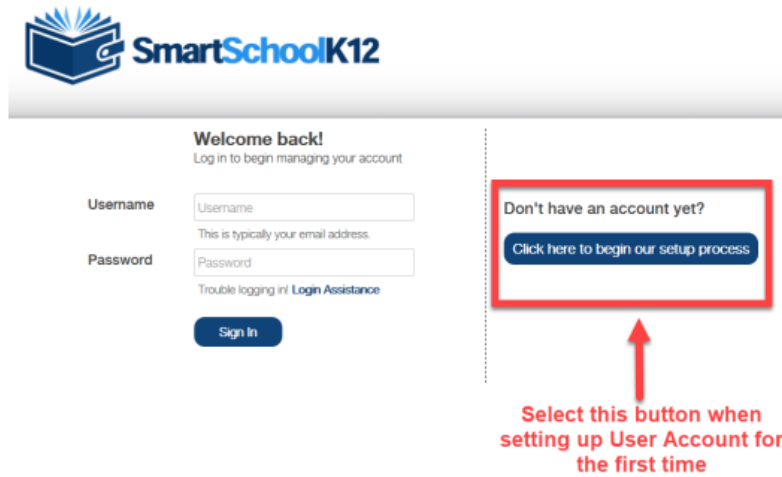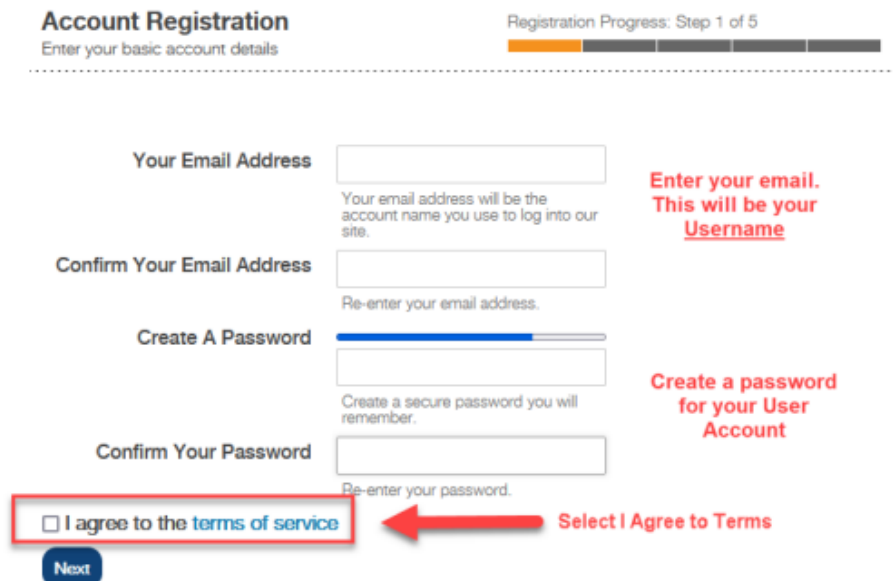# How to create an account if your student does NOT attend Hill-Murray

1. From the login page, click the button on the right to create your parent access account.

2. Create a username and password, agree to terms of service, and click "Next"

3. Complete all fields with your (parent) information and click "Next"

Account Registration
Add additional account information

Registration Progress: Step 2 of 5

Fields marked with a * are required.

First Name*	Steve
Last Name*	Smith
Primary Phone*	(952) 555-5555
Phone Type*	○ Mobile Phone ○ Home Phone ◉ Work Phone
Address 1*	123 Elm Street
Address 2	
City*	Somewhere
Country*	United States and Minor Outlying Is ⌄
State*	Minnesota ⌄
Zip*	55555

Enter information about you to create a User Account

Next ← **Select Next**

4. Check your email for a message from smartschoolk12@wordwareinc.com and enter the confirmation code here. You can skip this step, but your account will become inactive after 30 days if you skip.

Account Registration
Confirm your email address

Registration Progress: Step 3 of 5

We have sent a confirmation code to your email! Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

Not seeing any email? Please try resending it. If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at techsupport@wordwareinc.com

Confirmation Code

Next   Skip this step

5. Choose "No, I do not have a key." Because your student is not at Hill-Murray, they will not be pre-loaded into our system, so we cannot provide you with their key.

Yes, I have a key: If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

No, I do not have a key: Take me to more options for finding or creating an account.

Yes, I have a key

+ Connect to your account

No, I do not have a key

+ Continue without key

Skip this step

6. Choose "skip this step" as your student will not be pre-loaded into our system.

Family Account
Link an account by student ID and birth date

Please complete the form below and click 'Finish' to link your account.

Fields marked with a * are required.

Student ID*   123456

Birth Date*   06/01/2004

Link Family

Need help finding this information?

7. Enter credit card information to be used for your family on this website.

Account Registration
Add your primary funding source

Registration Progress: Step 5 of 5

We highly recommend setting up a funding source now. You will be able to use this funding source on any of the SmartSchoolK12 applications. SmartSchoolK12 does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Please select funding source type

Credit Card   Bank Account

Skip this step

8. Click "Add a person" to create your student's information. Choose the option to add a student who is not enrolled at Hill-Murray. Enter info for your students and then click "Add another" to add another student or click "save" to save info and continue.

SmartSchoolK12

Sports   Go

Store   Go

Checkout   Go

+ Add a person