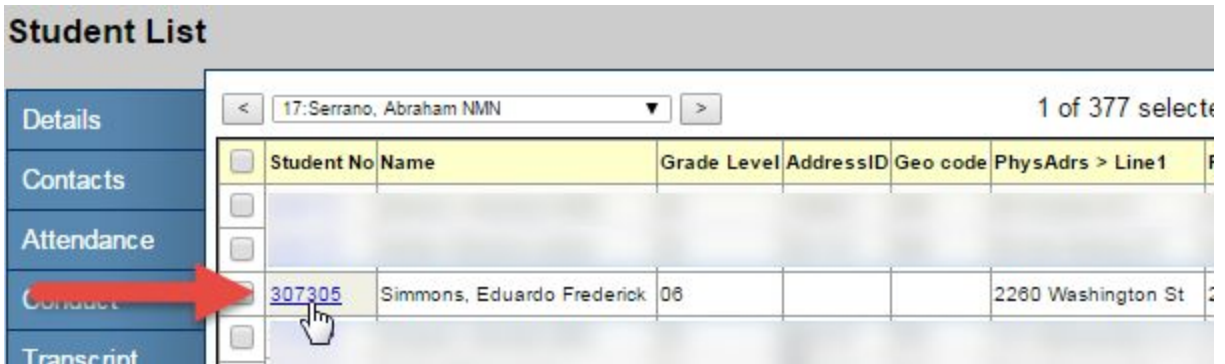


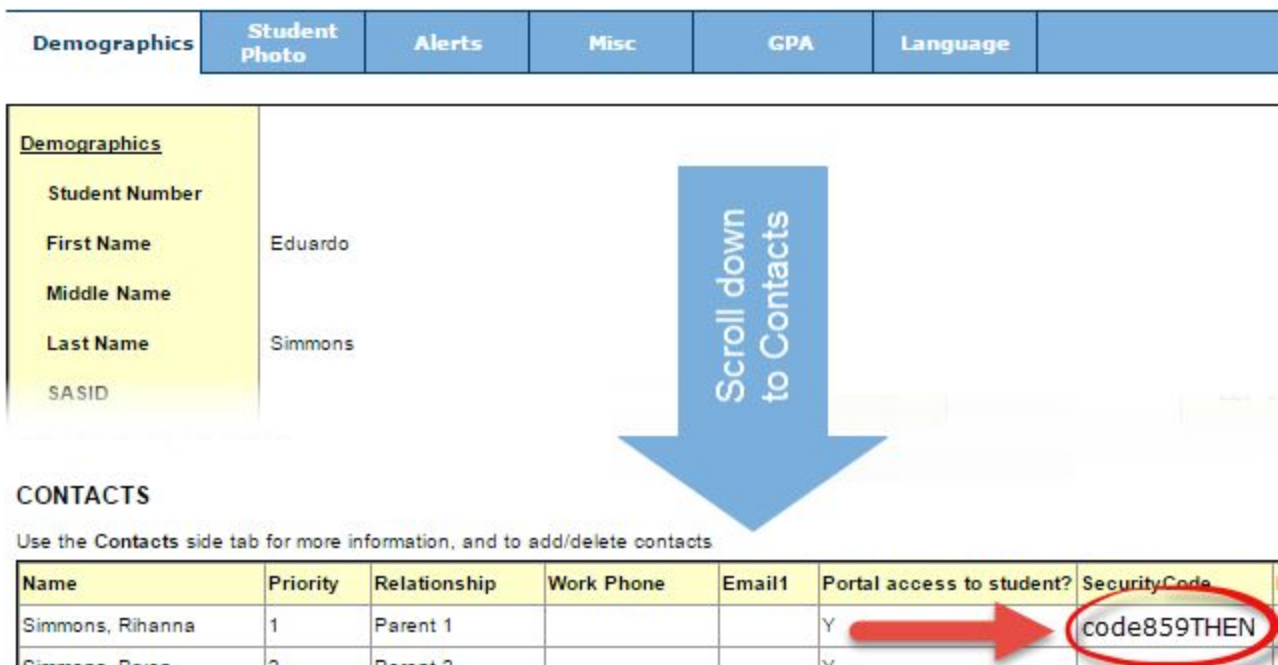
Suppose a parent is trying to create an account to pre-register her kindergarten-age child for next year via the online pre-registration process, and calls your school asking for a [Security Code](#).

You may help her in **three easy steps**:

- 1) **Find the student** attending your school



- 2) **Verify the parent's identity** by asking specific questions about the student in your school
- 3) **Find the security code** for the parent at the bottom of the detail page



- 4) **If the parent has an email on file, send this security code via email for added security!**

Details of the Parent Account Creation process

When parents click the link on the SIS login page to create an account, they receive this screen:

Account Type

Please choose one of the available account types below.

I have no children enrolled in a BPS school
Choose this option if you are new to the district and the system doesn't contain any of your information.

I have a child already attending a BPS school
Choose this option to create your account using the security code provided by your child's school.

[Click here](#) to have the account confirmation email resent

If they select the second option because they already have a student attending BPS, they receive this screen:

Please remove special characters before moving to the next step

Enter your security code and last name. These fields uniquely identify you within Aspen and will link your account with your child's information already in the system. The data must match 100% to continue. If you do not know your security code please contact your child's school.

Security code *

Last name *



Previous Step

Next Step

Close

This is when they are prompted to call the school for the security code.