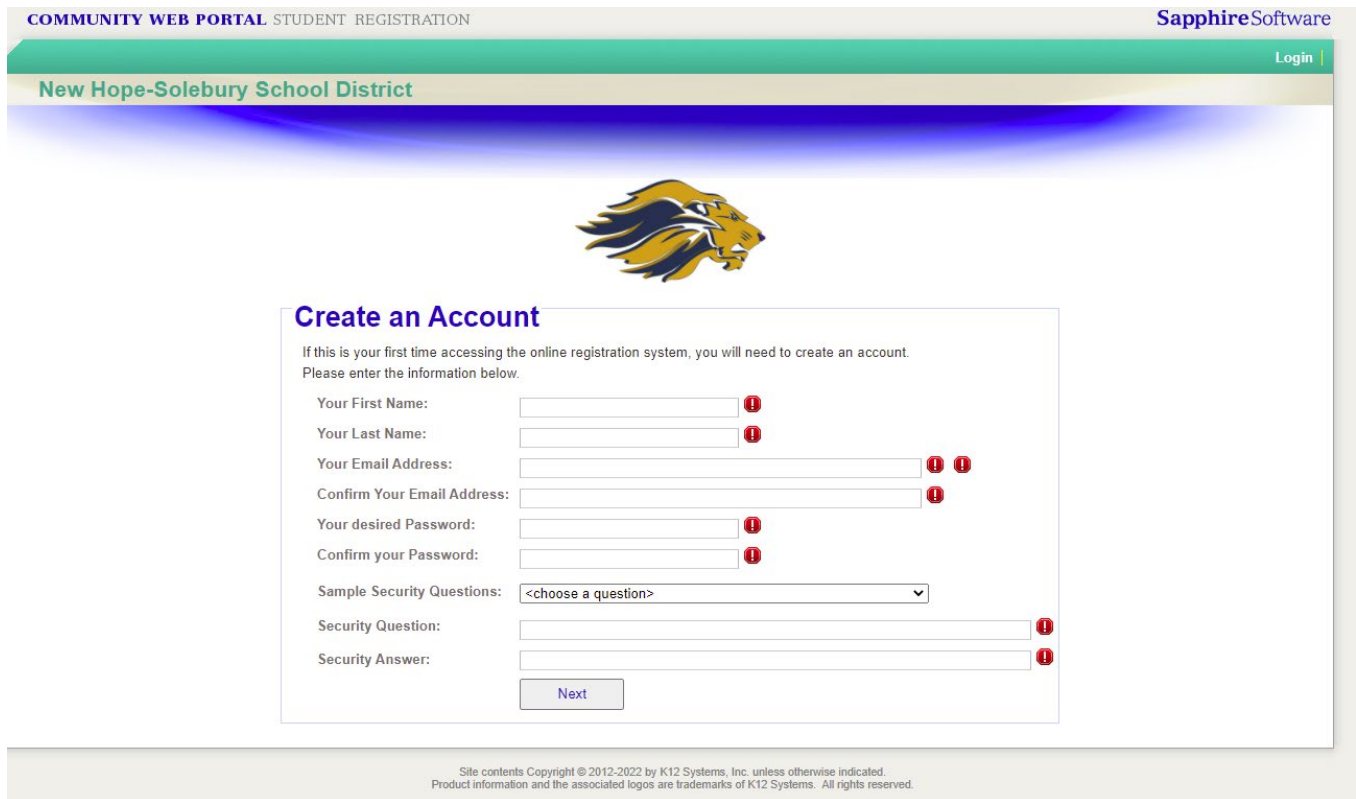
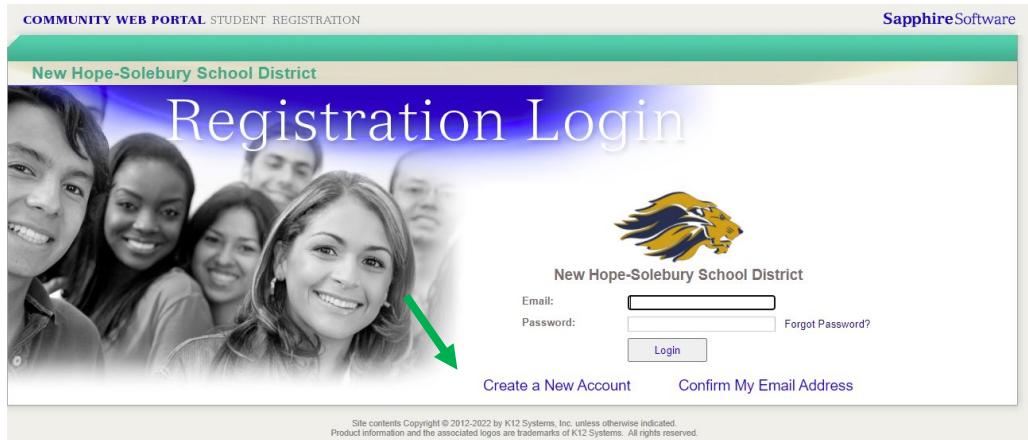


1. Click **Create a New Account**. The **Create New Account** screen opens.

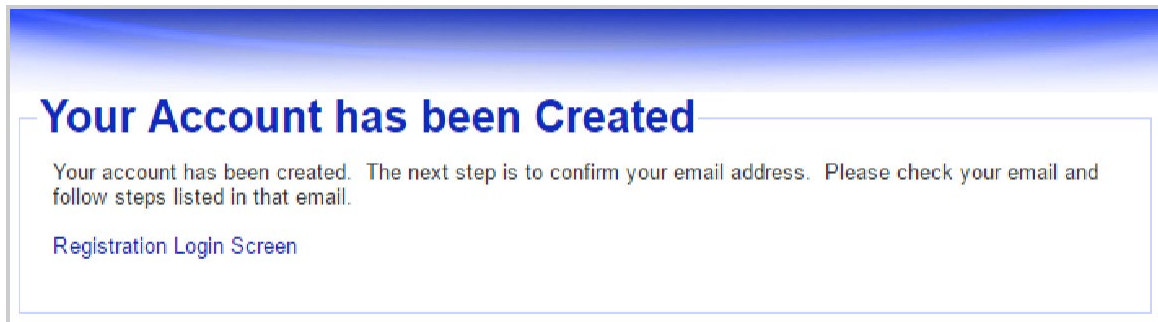


2. Every field must be completed. Fields are:

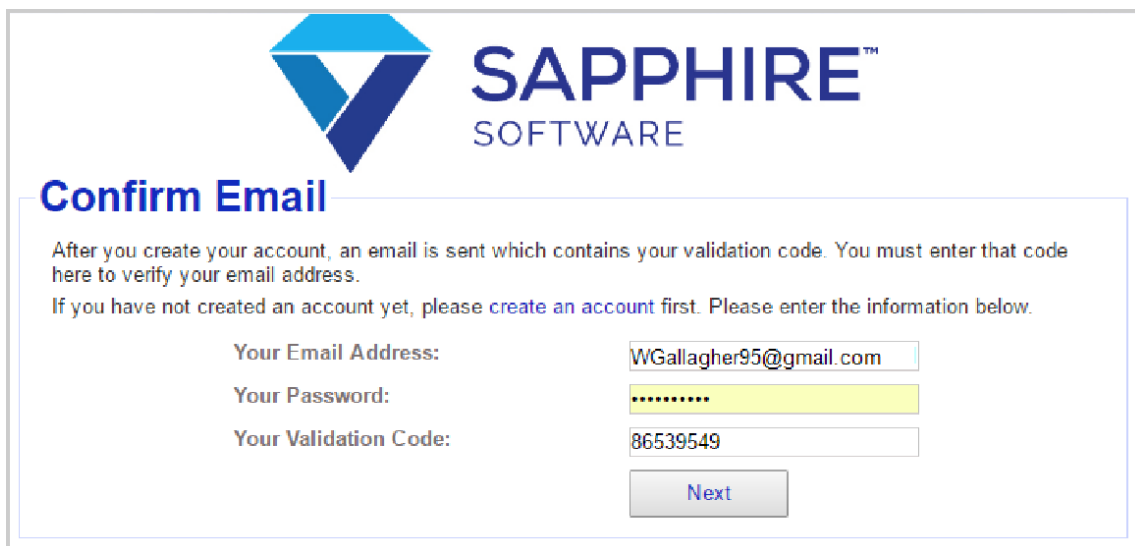
- **First Name**
- **Last Name**
- **Email Address**
- **Confirm Email Address**
- **Password**
- **Confirm Password**
- **Sample Security Questions**
- **Security Question**
- **Security Answer**

**\*Note:** When selecting a **Sample Security Question**, the question selected in the drop-down fills the **Security Question** field unless the **create your own question** option is selected.

3. Click **Next**. The **Account Creation** screen opens, informing the user that their account has been created pending email verification.



4. Once the email has been received, users are instructed to click on the link inside of their email. The **Confirm Email** screen opens for verification



5. The **Create New Account** screen opens informing the user that their account is now active.
6. Click the **Registration Login Screen** link to log in and begin the student Online Registration application.

