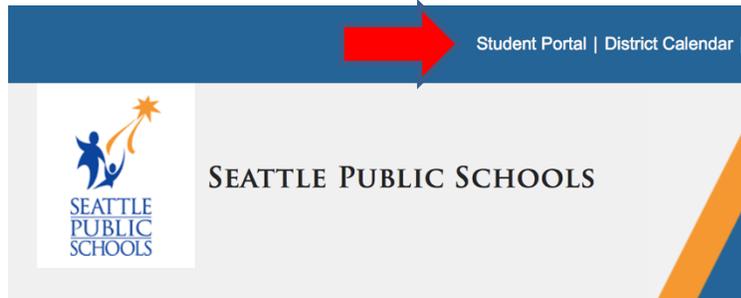


# The Source Registration Steps

To create an account, you will need: **valid email address**, each child's **7 digit SPS student #** each student's **school** and **date of birth**.

## To Create a Source Account:

1. Go to [www.seattleschools.org](http://www.seattleschools.org) and click **Student Portal** at the top of the website.



2. Click on **Student Portal** and **Login to the Source**.
3. Click **Sign Up**.
4. Click **Add Student Information** and enter each student's **7 digit SPS student ID#**, **date of birth** and select **Hazel Wolf**.
5. If you only have 1 student, click **Finished Adding Students**. If you have more students, click **Add Another Student**. When you are done adding all students, click **Finished Adding Students**.
6. Enter and confirm your email address, then click **Done**.
7. Check your email for a message from [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org)  
**NOTE:** If you don't see the email, it may have been routed to Spam or Trash, depending on your email settings. It will be titled "Source Information Code".
8. Open the email and make note of the **Access ID** and **Access Password**. The Access Password is *cAse sEnsiTive*, please use all **UPPER** case letters, no spaces.  
**NOTE:** You may share your codes with your child's other parent or guardian.
9. Click the **Create Parent Account** link in the email.
10. Enter your name, email address, and create a password. **Your email address will be your Username. Do not use an apostrophe ` in your password.**

Create Parent Account	
First Name	Fred
Last Name	Flintstone
Email	fred@fred.com
Re-enter Email address (Your Email address will be your username)	fred@fred.com
Password	*****
Password must: -Be at least 5 characters long	
Re-enter Password	*****
<b>Link Students to Account</b>	
Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account	
Student # 1	
Student Name	Ginger O'Doggy
Access ID	12345
Access Password	*****
Relationship	Father

11. Enter each student's name, **Access ID** and **Access Password** (UPPER CASE letters, no spaces). Use the drop-down menu to select *your* relationship to the student.
12. After you have added all of your students, scroll to the bottom and click **Enter**. This will take you to the Source log on screen.

To create an account in Schoology, follow these steps:

[http://www.seattleschools.org/UserFiles/Servers/Server\\_543/File/Schoology/schoology%20double-sided%20flyer.pdf](http://www.seattleschools.org/UserFiles/Servers/Server_543/File/Schoology/schoology%20double-sided%20flyer.pdf)