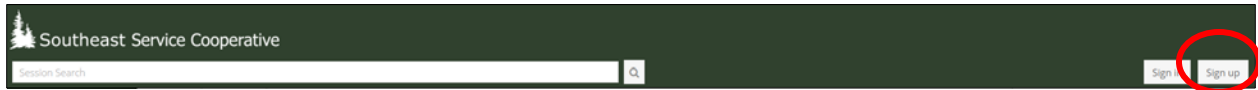


## How To Create An Online Registration System Account

Go to <http://register.ssc.coop> and select the “Sign up” button at the top right.



Complete your account information as directed.

This is a screenshot of a web form titled 'Sign up for a new account'. It is divided into three main sections: 'Personal Information' with fields for First Name, Last Name, Phone, and Email; 'Special dietary restrictions and/or special accommodations needed' with a large text area; and 'Organization Information' with fields for Title/Position, Organization (a dropdown menu), and Building/Site (a dropdown menu). Below these is a 'Password' section with fields for Password and Confirm. At the bottom are 'Cancel' and 'Submit' buttons.

For Organization, select from the drop-down. Members of the Southeast Service Cooperative will see their district/agency listed. All others should select **\*Non-Member Organization\***.

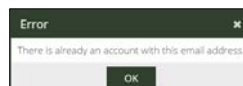
This is a close-up of the 'Organization Information' section of the sign-up form. It shows the 'Organization' dropdown menu selected with the option '\* Non-Member Organization \*'. The 'Building/Site' dropdown menu is also visible, showing 'Albert Lea Public Schools' as a selected option.

For Building/Site, select from the drop-down that pre-populates based on your selection for Organization. If you are a non-member and do not find your organization or district listed, please select **\*Non-Member Organization\*** for this field as well.

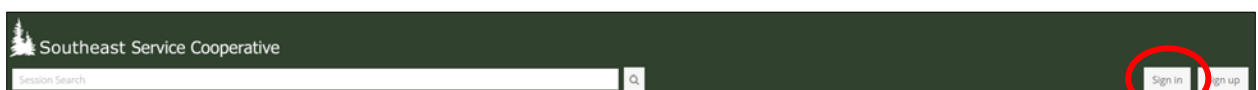
This is a close-up of the 'Organization Information' section, focusing on the 'Building/Site' dropdown menu. The dropdown is open, showing a list of options including '\* Non-Member Organization \*', '180 Degrees', '3 Rivers Athletic Conference', and 'A+ Imaging Systems'. The 'Organization' dropdown above it is also visible, showing '\* Non-Member Organization \*'.

Select and confirm a password, and click “Submit”

If you receive the following error upon submission, then a record with your email address exists within our database.



In this case, click “Cancel” at the bottom of the screen and then select “Sign in” at the top of the screen.



Enter your email address, and click “Forgot Password.” Instructions to reset your password will be emailed to you.

This is a screenshot of a web form titled 'Sign in'. It has two input fields: 'Email' (containing 'sgrover@ssc.coop') and 'Password'. Below the fields are two buttons: 'Forgot Password' and 'Sign in'.