How to Set Up a Parent Account  


1. Click green “Create Account” button

2. Fill in requested information and choose a password for your account then press blue “Create Account” button
How to Set Up a Parent Account

*Must Have Student(s) ID*

3. Once your account has been successfully created click on blue “Login Page” button which will direct you to the log in portal where you will type in your email address and password that you assigned to access your account.

4. Once you have created and logged into your account the next step is going to be to add student(s). Begin by clicking the blue “Add Student” button.

5. Step 1. asks you to type in the zip code of the school that your child attends which is 01566 for Old Sturbridge Academy. Go ahead and type that zip code in and proceed by clicking the blue ‘Continue Button’
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6. Step 2 asks you to choose the school of the student you wish to add which is Old Sturbridge Academy. Go ahead and click on the blue “Select” button.

7. Step 3 asks you to fill in your child’s first name, last name and student ID. You must have your child’s student ID handy in order to complete this step. Once you have filled in all the boxes with the correct formation go ahead and click on the blue “Continue” button. Your account and student(s) are now set up and you can begin using the pre-order system. If you have multiple children that attend Old Sturbridge Academy, repeat these three steps accordingly.