SCHOOLCUES ACCOUNT CREATION INSTRUCTIONS

How to sign-up

Please use the e-mail id where you received these instructions, as login id for SchoolCues. This is the e-mail id on file at **Wayne Country Day School**.

The steps are in 2 parts, Registration and Activation. **Both these steps have to be completed** to start using SchoolCues**.**

Step 1: Register your account

1) Go to http://www.SchoolCues.com and click on the button on the top right corner which says "**Sign In / Sign Up**".
2) On the next page, click on the button "**NEW USER SIGN UP**".
3) Enter the Invitation code **WCDSCUES** (case sensitive)
4) Enter your e-mail address and password and confirm password.
5) Enter the verification code shown
6) Accept the **Terms** and click on **CREATE USER**.

Step 2: Activating your account

After your account is created, you will receive a confirmation e-mail from no-reply@schoolcues.com , with instructions to activate your account. Click on the link in the e-mail, this will activate your account.

Note: Make sure your e-mail spam settings and security settings are set to allow e-mails from SchoolCues.com. If you do not see an e-mail from no-reply@schoolcues.com in your inbox, please check your spam folder.

After this you will be able to login using your e-mail as login id and password at http://www.Schoolcues.com

Important Things to Remember:

- You can only have one email registered per person.

- **Store your Account ID and Password in a safe place since your account may be locked out if you use an incorrect email ID or password too many times. This is by design for security reasons.**

- You can update your profile under the Manage Profile link on the top right corner of your home page, where you can change your email address (which will require an account re-activation), your password, your email preferences as well as your cell phone number. This is so that we can send out text messages through the system. Please note that we will only use the text function in situations such as school closures or time sensitive reminders.

How to contact Support?

If you have trouble logging in or with any other task on SchoolCues, please click on the Orange colored Support icon **Support** which can be found on the left side of your web page on every screen, and enter the following information:

Your Name, School Name, Description of the issue, and your email address and click on Send Message. You will be issued a ticket # for your issue and someone from SchoolCues will reach out to you either with a solution or additional questions to help resolve your issue. DO NOT CALL the SchoolCues # on the website to ask for help as that may delay the resolution of your issue.