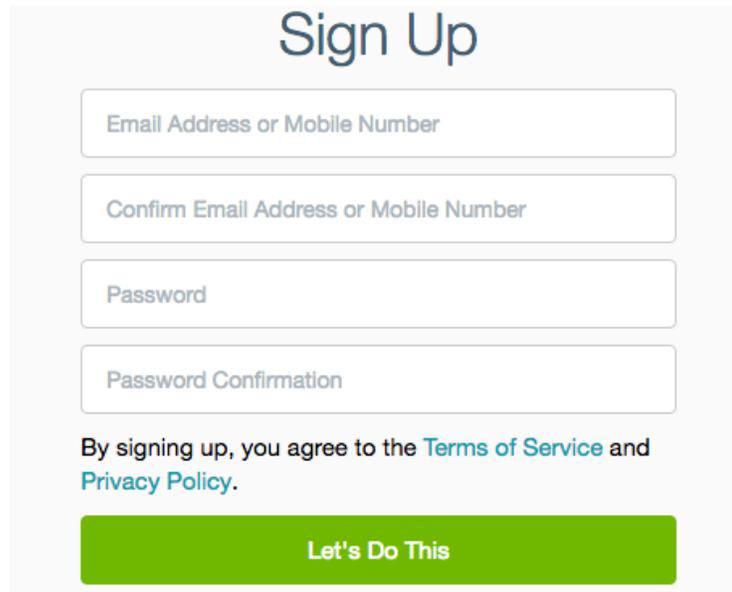## How to create an Account:

1. Please access the link provided by your school (aesd.schoolmint.net)
2. Click on the "Sign up" option.
3. Enter your email or phone number twice followed by your password. Then click on the "Let's do this" button.

1. Next, complete step 1, "Add Parent/Guardian information."
2. Finally, add the "Applicant Information."

Need to add another guardian?

1. Login to your SchoolMint account (if you've logged out) and click Family Profile in the navigation bar.
2. Next, on the top right, click the green Add Guardian button and add all of the required information.
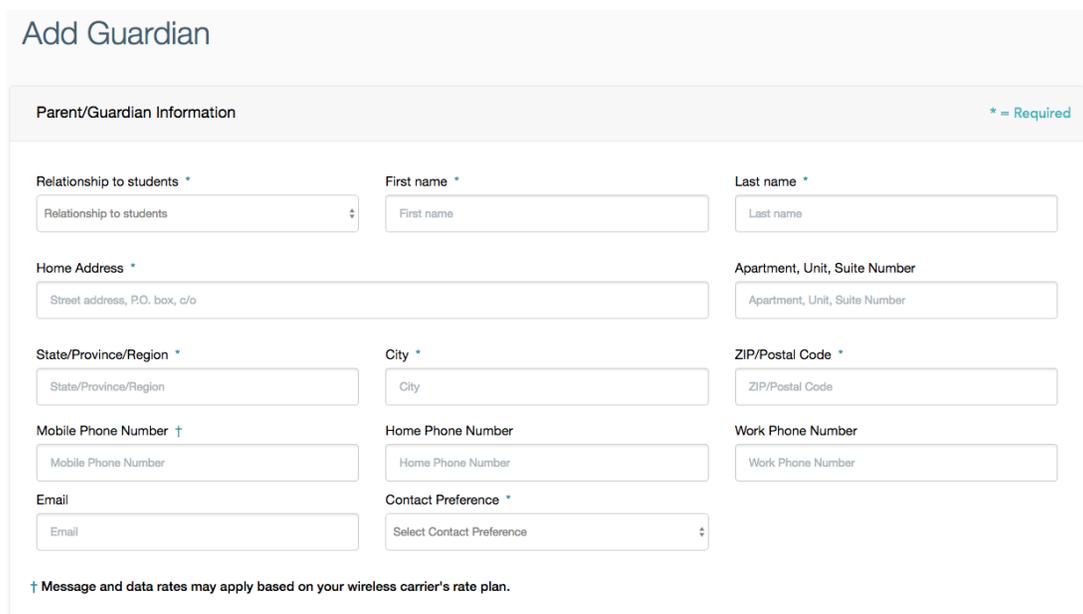
Need to add another student?

1. Login to your SchoolMint account (if you've logged out) and click Family Profile in the navigation bar.
2. Next, on the top right, click the green Add Student button and add all of the required information.

If you **don't see a Add Student/Guardian Icon** on the Family Profile you'll need to contact the Central Enrollment Office directly so they can add the information on your behalf.

Retrieving Username/Password:

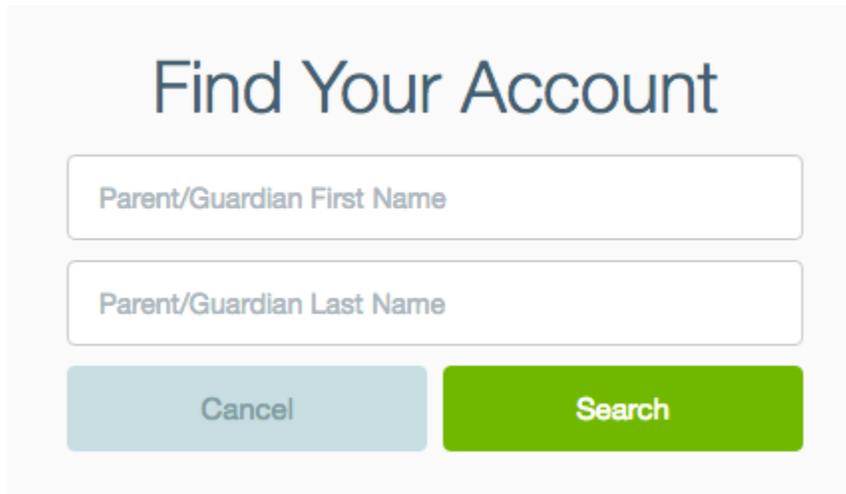Families can access their username or password by clicking **Forgot Username?** or

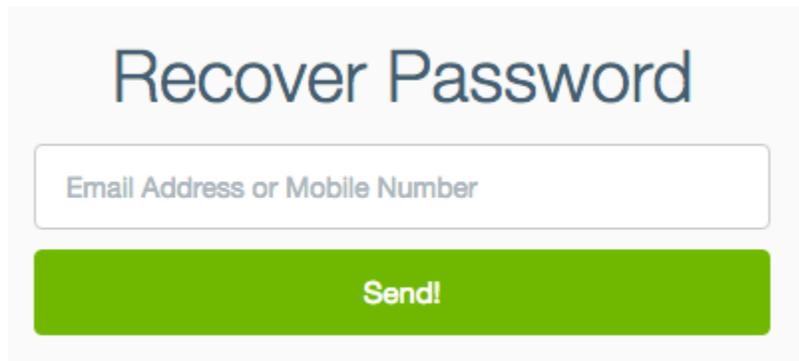**Forgot Password?** At the Log-In page.

If you forgot your Username, select "Forgot username?" and enter your first and last name, then "Search."

If you forgot your password, select "Forgot password?" The new password will be sent to your email or cellphone number.

If you did not get the password reset email, make sure to **check your Junk/Spam folder**, or wait up to 5 minutes to try again. Remember each time you request **a new password reset email, the old one automatically expires,** so make sure to use the newest email on your messages inbox.

If you have previously unsubscribed from text or email notification you'll not be able to receive the password reset msg or email. In this case, contact the Central Enrollment Office.

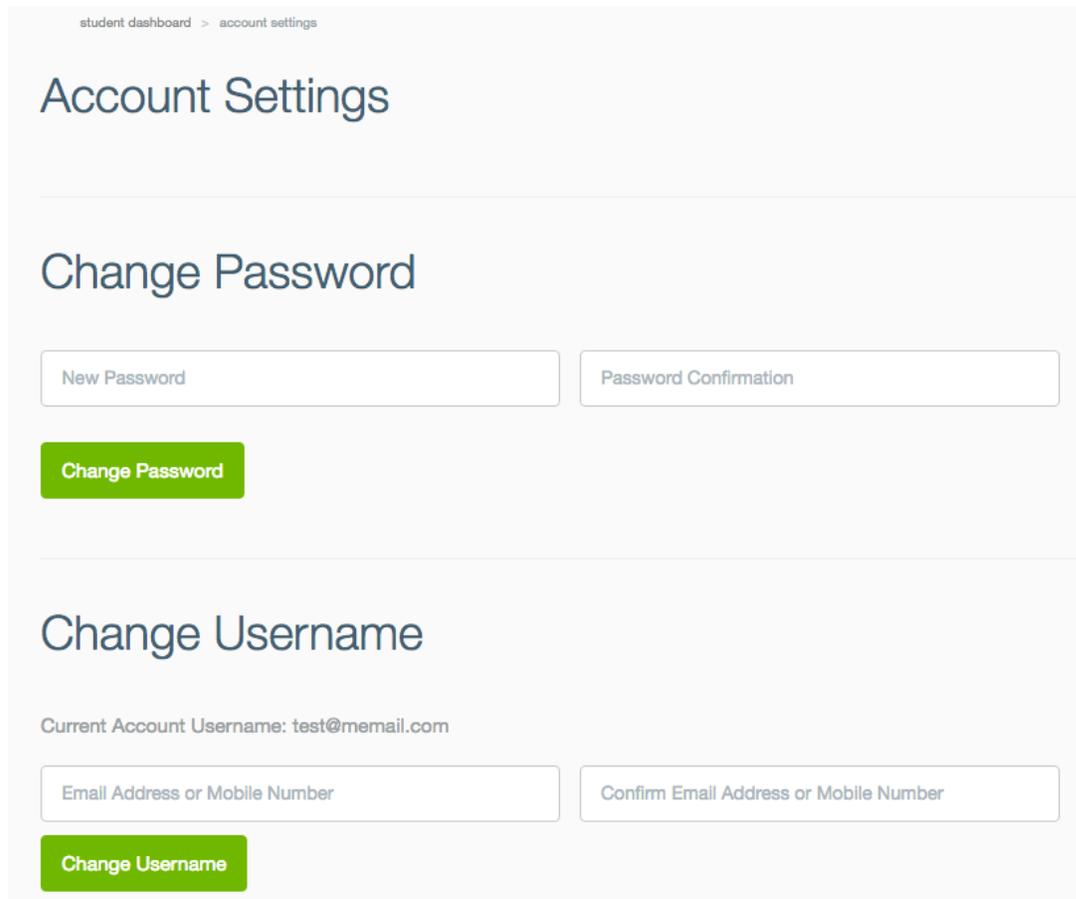**Updating your Username or Password**

If you have changed your email address or phone number associated with your SchoolMint Log In information you'll need to update the Username. In the same way, if a new password is required you can update at any time from Menu>Account Settings.

Changing Username/Password:

1. Please access your "Account Settings" tab from the green navigation bar or Menu.
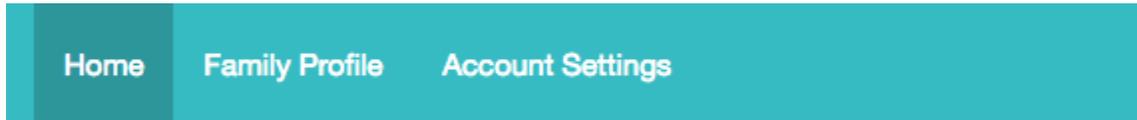
2. You'll see two options: Change Password and Change Username;

3. To make changes, simply type the new password or username, and confirm. Then click on the green box "Change Password/Username." You'll see a confirmation message at the top of the screen.