

WSD Guardian Account Self-Registration Instructions

- 1) Go to the MyWeber login page myweber.wsd.net and click the Guardian Creation/Password Recovery button

The screenshot shows the MyWeber login page. On the left, there is a 'Student and Guardian Sign In' section with fields for Username and Password, and a 'Sign in' button. On the right, there is a 'News' section with several news items. At the bottom of the sign-in section, there is a button labeled 'GUARDIAN Creation/Password Recovery', which is highlighted with a red arrow.

- 2) Enter your Email address and click submit

The screenshot shows the 'GUARDIAN Creation/Password Recovery' page. It has a header 'MyWeber' and a 'Student and Guardian Sign In' section. Below that, there is a 'GUARDIAN Creation/Password Recovery' section with a sub-header 'To get started, please enter your email.' and an 'Email' field containing 'myemail@provider.com'. A 'Submit' button is at the bottom. A red arrow points to the 'Submit' button.

- 3) Enter the requested information as shown for ONE of your students and click continue

The screenshot shows the 'Create or Recover Your GUARDIAN Account' page. It has a sub-header 'Guardian Account Setup' and a 'Your Email' field. Below that, there is a section 'Enter the following for any one of your students:' with fields for 'Student Id Number' (900098882), 'Student Birthday' (8 - Aug, 26, 1994), and 'House Number of Home Address' (1200). A note says 'Just the number on your house. Ex: 1199'. A 'Continue' button is at the bottom. A red arrow points to the 'Continue' button.

- 4) Confirm guardianship of student

The screenshot shows the 'Create or Recover Your GUARDIAN Account' page. It has a sub-header 'Step 1 - Legal Guardian' and a text block: 'I certify that I am the parent or legal guardian of GELLER view all personal information pertaining to this student.' Below that are two buttons: 'Yes' (blue) and 'No' (red). A red arrow points to the 'Yes' button.

- 5) Select the guardian to create the account for

The screenshot shows the 'Step 2 - Select Account' page. It has a sub-header 'Which parent/guardian are you? Please select the correct name from the list and an account will be created for you.' Below that is a table with columns: 'Guardian First Name', 'Guardian Last Name', 'Relation to Student', and 'Email Address'. The first row has 'PHINEAS', 'BLACK', and 'Other Relative'. A 'Select' button is at the bottom left. A red arrow points to the 'Select' button.

- 6) Set your password per guidelines and submit

The screenshot shows the 'Step 3 - Set Password' page. It has a sub-header 'Please enter the password you will like to used to log into your account. Your email will be your username.' Below that are fields for 'New Password (8 or more characters)' and 'Confirm Password'. A 'Submit' button is at the bottom. A red arrow points to the 'Submit' button.

A verification email will be sent to the email address you have provided. You must click the link in the verification email to complete your guardian account activation.