

To set up your account, click on the link <u>Harmony</u>. Follow the instructions to set up your account.

-You will see a sign in screen. Since you do not have an account, click **create an account here** Once you have set up an account you will simply enter your user name and password and click sign in.

-On the Create my account screen, enter your first name, last name and email address

-Enter a user name (this can be anything that you can remember)

-Enter a password

-Type the same password again to confirm you have entered it correctly

-Click register

Harmony will confirm the data is properly entered and the user name is available to be used. If you need to complete any data or choose a different user name, you will be prompted to do so.

After setting up your account, you will be prompted to enter the registration code for the student and his/her date of birth. This will then link your child to your account.

Once you enter your student's registration code, you may be prompted to choose which Push Notification Profile belongs to you. If you have set up a Push Notification Profile for this student in the past, you will have the opportunity to link that profile to your new account. If none of the available profiles found are yours, select **none of these** and click **Ok**.

If you have another student, you can enter his/her code at this time or you can use the **Manage Account** link to add other students at a later time. You do not need to create separate accounts for each student! Simply enter the registration code for each student to link all your students to your account.

You only need to create your account one time. Next time you want to review your student's information, enter your user name and password on the sign in screen and click **sign in**.

After adding the students, click any of the student's names to see his/her account. To switch between accounts, click on the name of any student to see their information.