
How to Create a Community Apps Account

SCDSB

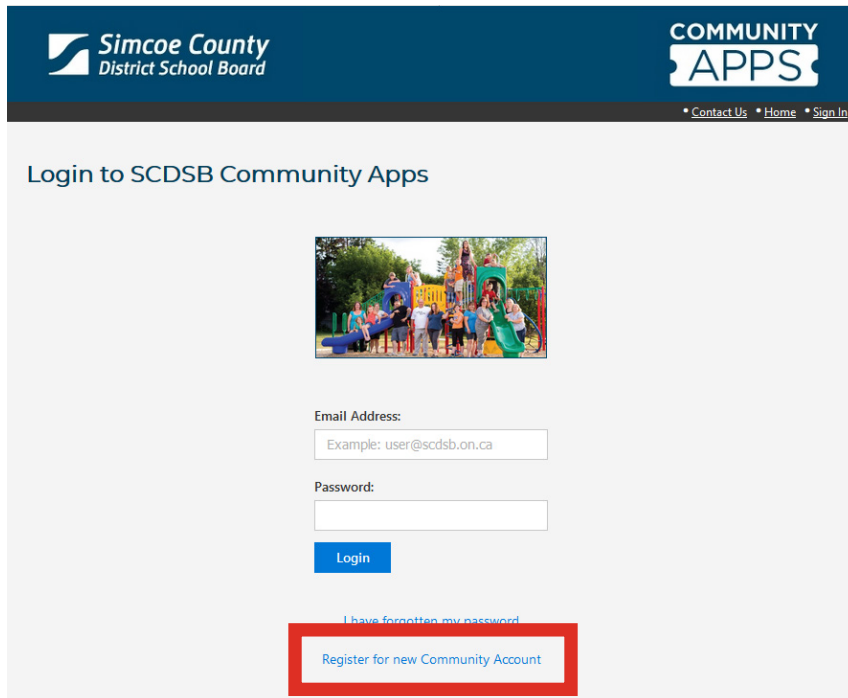
Creating a Community Apps account saves your information and gives you access to student registration, out of area requests, and the volunteer portal.

Updated as of:
January 2019

Create an account

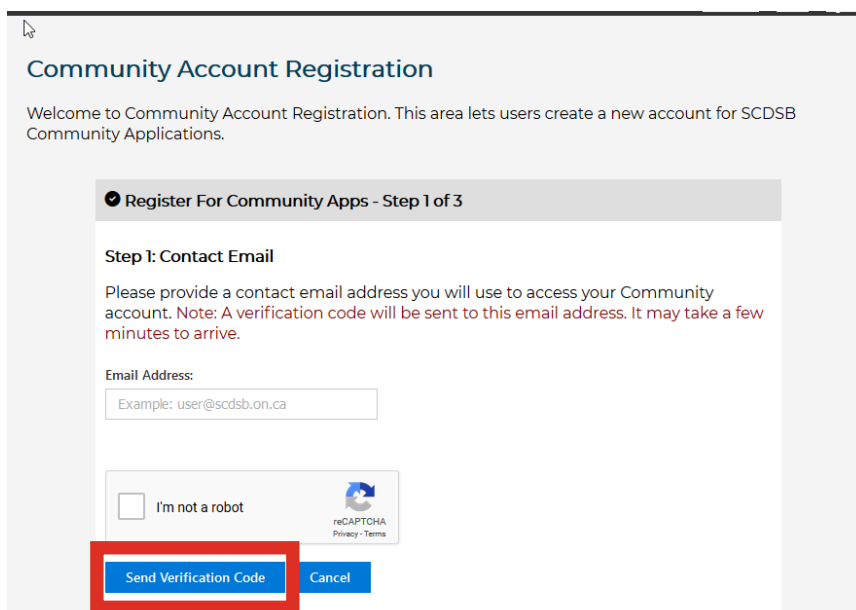
Step 1

Navigate to the Community Apps home page <http://communityapps.scdsb.on.ca>. Click on **Register for new Community Account**.



Step 2

Enter a valid email address you want to be associated with your account. Check the reCAPTCHA box that you are not a robot and click on **send verification code**. *Please note separate email addresses must be used for each registrant.



Step 3

Check your email for the **verification code** and enter it into the box provided on the Community Apps page. Select **Next**.

The screenshot shows an email from 'noreply' with the subject 'Your SCDSB Community Account verification code is: 187009'. The body of the email contains the verification code '187009' in a blue box. Below the email is a screenshot of the 'Community Account Registration' page, specifically 'Step 2: Enter Verification Code'. A red arrow points from the verification code in the email to the input field in the registration form.

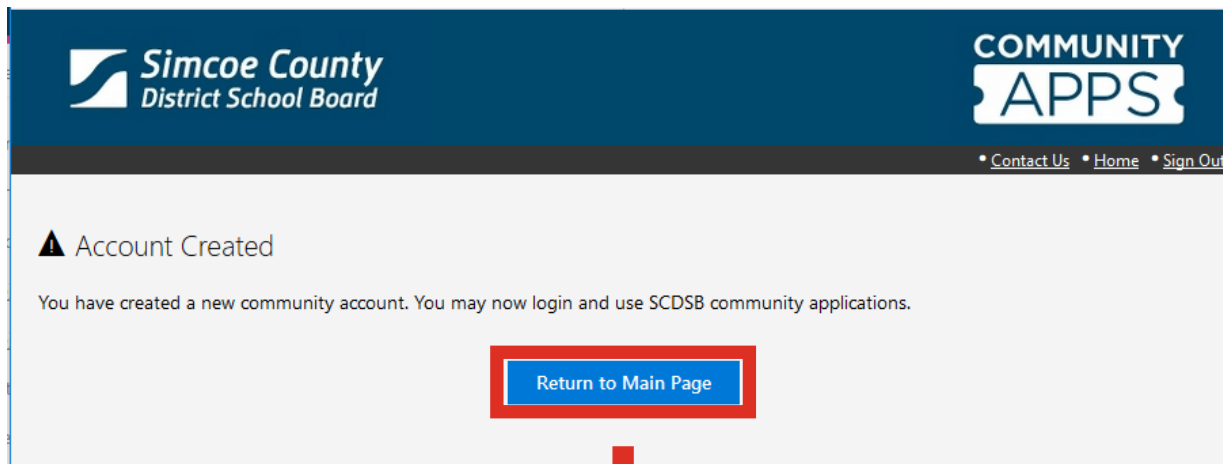
Step 4

Fill out your information. Ensure that your password meets the requirements listed. Please read all the terms and conditions before checking the box agreeing that you have read them. Once complete select **create new account**.

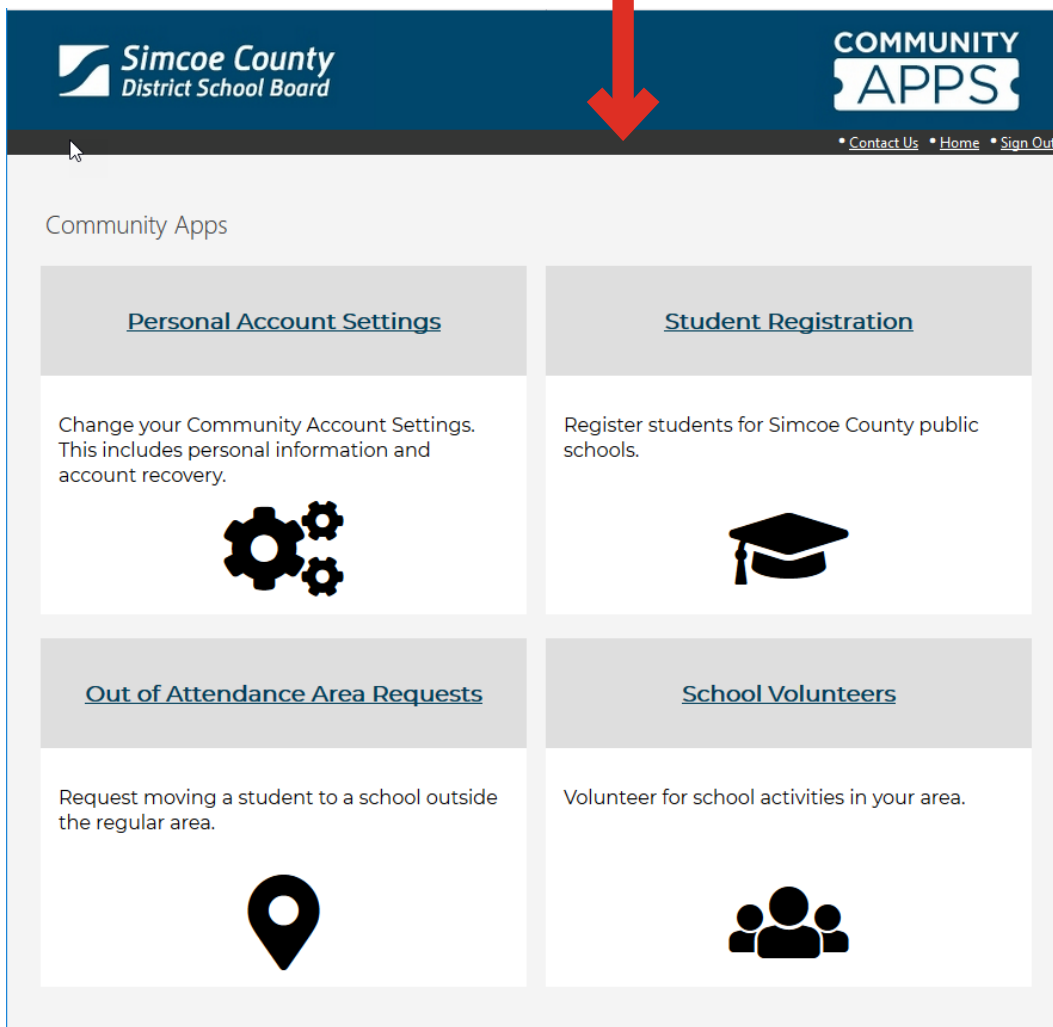
The screenshot shows 'Step 3: New Account Information' of the registration process. It includes input fields for 'First Name', 'Last Name', and 'Mobile Phone (Optional)'. Below these fields is a checkbox for 'I have read and understand the following terms and conditions:'. A red box highlights this checkbox. Below the terms and conditions is a 'Create New Account' button, also highlighted with a red box.

Step 5

If you entered in all of the required information you will be brought to a confirmation page that your account is created. Click on **return to main page** to be brought to the Community Apps dashboard



The screenshot shows the top navigation bar with the Simcoe County District School Board logo on the left and the 'COMMUNITY APPS' logo on the right. Below the navigation bar, there is a confirmation message: 'Account Created' with a warning icon, followed by the text 'You have created a new community account. You may now login and use SCDSB community applications.' A blue button labeled 'Return to Main Page' is highlighted with a red rectangular border.



The screenshot shows the 'Community Apps' dashboard. The top navigation bar is identical to the previous screenshot. Below the navigation bar, the text 'Community Apps' is displayed. The dashboard is organized into a 2x2 grid of application tiles:

- Personal Account Settings:** Change your Community Account Settings. This includes personal information and account recovery. (Icon: three interlocking gears)
- Student Registration:** Register students for Simcoe County public schools. (Icon: a graduation cap)
- Out of Attendance Area Requests:** Request moving a student to a school outside the regular area. (Icon: a location pin)
- School Volunteers:** Volunteer for school activities in your area. (Icon: three stylized human figures)