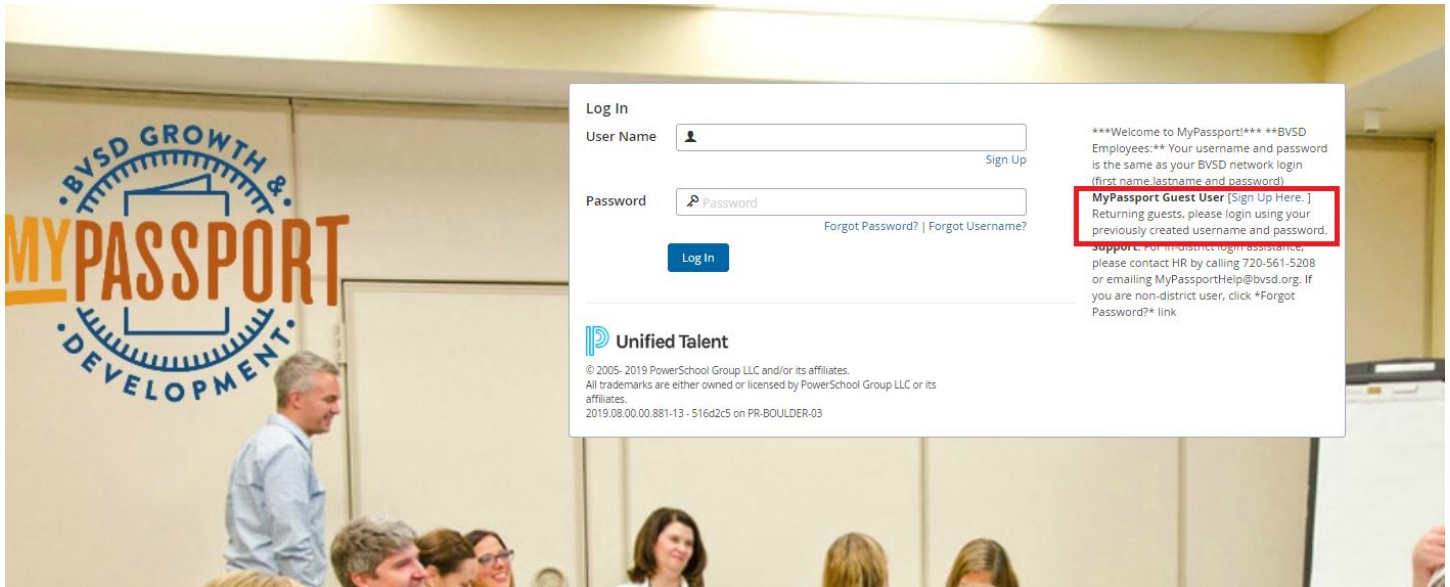




# How to Create a MyPassport Guest Account

## Instructions

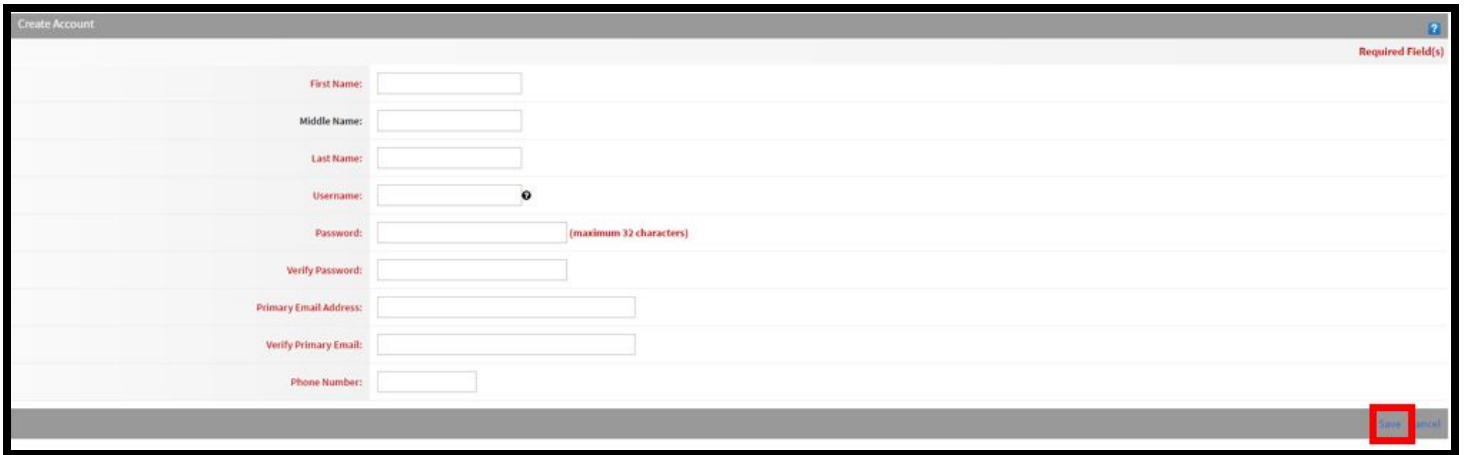
- Go to <http://bvsd.truenorthlogic.com>
- Click on the “Sign Up Here” link on the right side of the white text box



## Some hints to creating a guest account:

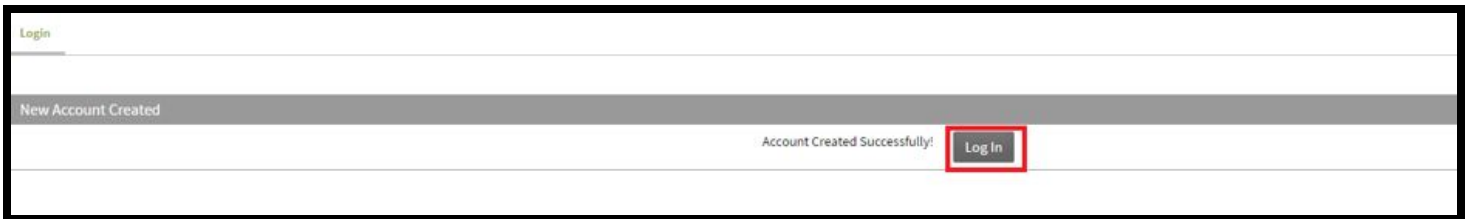
- Please use a computer to create and log into your MyPassport account. The system may not work correctly on an iPad or mobile device.
- All substitutes, extra duty contract, as needed employees and teacher candidates need to create a guest account.
- You only need to set up a guest account **once** - after you create it you will always be able to access it through the link at the top of this document.
- If you are working in one of the positions noted above AND previously worked as an employee with fte for the district (licensed, classified, APT) you will need to still create a guest account as your employee account is now inactive. **Please make sure to choose a username other than firstname.lastname as that is the username still associated with your inactive account.**
- Your username should not include @ unless you are using a valid email.
- Fill in all required fields (in red)

- Click on the “Save” button at the bottom right



The screenshot shows a 'Create Account' form with the following fields: First Name, Middle Name, Last Name, Username, Password (with a note '(maximum 32 characters)'), Verify Password, Primary Email Address, Verify Primary Email, and Phone Number. A 'Required Field(s)' indicator is visible in the top right corner. A red box highlights the 'Save' button in the bottom right corner.

- Click on the gray “Login” button on the New Account Created screen



The screenshot shows a 'New Account Created' confirmation screen. The text 'Account Created Successfully!' is displayed, followed by a gray 'Log In' button highlighted with a red box.

- The MyPassport home page will open and you can search/register for classes under the “Courses” tab