

Traffic Education Registration Instructions

Out of District Parent/Student Registration

Website information

Navigate to <https://kalispellps.epaytrak.com/login.aspx> and follow these steps to register.

Step 1: Select the button “Sign Up” to begin our user setup process. This will *create your PARENT USER ACCOUNT*.

Sign In

New to the site? **Sign Up**

Sign in with PowerSchool
ISV Partner

or with Email

Email:

Password:

Remember Me

Sign In

[If you are locked out or forgot your password, click here to reset](#)

Step 2:

Your new *PARENT USER ACCOUNT* - login will be your email address and a unique password created by you. Select the “Next” button to continue to the next step in the process.

Account Registration Registration Progress: Step 1 of 5

Enter your basic account details

Your Email Address

Your email address will be the account name you use to log into our site.

Confirm Your Email Address

Re-enter your email address.

Create A Password

Create a secure password you will remember.

Confirm Your Password

Re-enter your password.

I agree to the [terms of service](#)

Next

Step 3:

Enter information about yourself regarding your *Parent User Account* then press the “Next” button.

SmartSchoolK12 Your email has not been confirmed! Your account will expire on 07/09/2018 at 11:03 AM! Resend activation information

New User Account Registration Registration Progress: Step 2 of 3

Complete your billing address information

STEP 2 Fields marked with a * are required.

First Name* Gomez

Last Name* Addams

Primary Phone* (952) 473-6666

Phone Type* Mobile Phone Home Phone Work Phone

Address 1* 123 Ghost Street

Address 2

City* Newtown

State* Minnesota

Zip* 55391

Submit

Enter information about you to create a User Account

Step 4:

You will be sent a confirmation email with an activation code that must be entered to proceed. Enter the code and click the “Next” button

Account Registration

Confirm your email address

Registration Progress: Step 3 of 5

We have sent a confirmation code to your email! Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

Not seeing any email? Please try [resending it](#). If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at techsupport@wordwareinc.com

Confirmation Code

Next Skip this step

Step 5:

Click on “Skip this Step”. You will get a pop up that will ask you if this is correct. Click “Skip Anyway”.

Account Registration

Add a student or family member

Registration Progress: Step 4 of 5

Yes, I have a key: If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

No, I do not have a key: Take me to more options for finding or creating an account.

Yes, I have a key
+ Connect to your account

No, I do not have a key
+ Continue without key

Skip this step

Registration Progress: Step 4 of 5

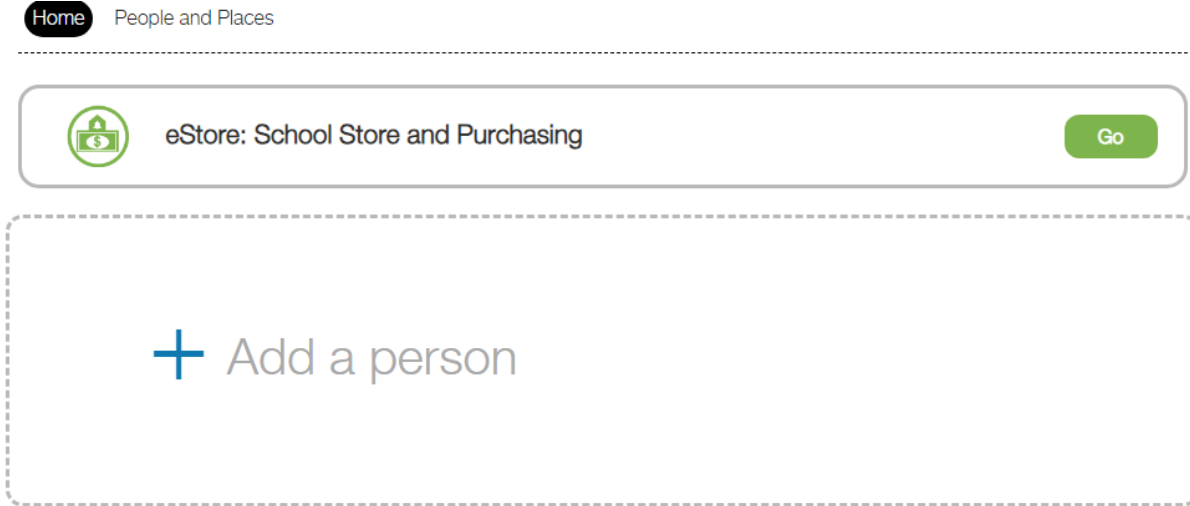
Skip this Step?

If you choose to skip this step now, you will always be able to add family members later

Skip Anyway Back

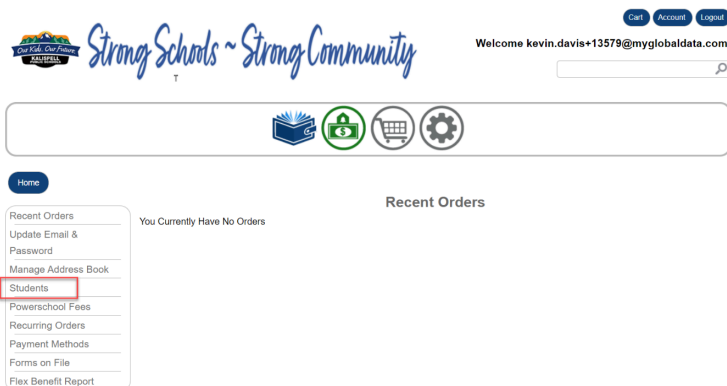
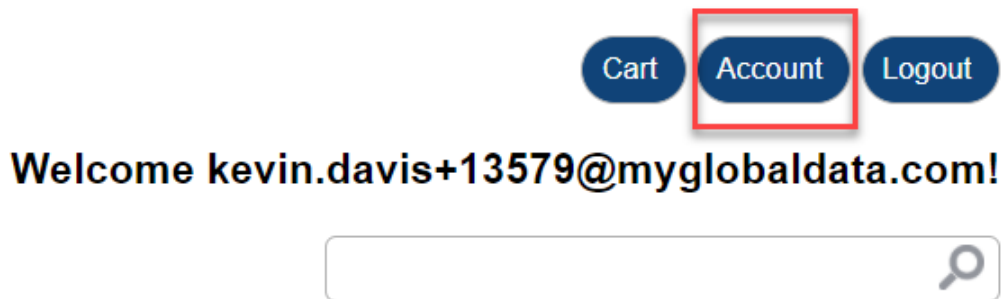
Step 6:

Congratulations! You have created the Parent Account. Click on "GO" to enter the store. Do not add a person at this point.



Step 7:

To add a student - Click Account in the upper right hand corner.

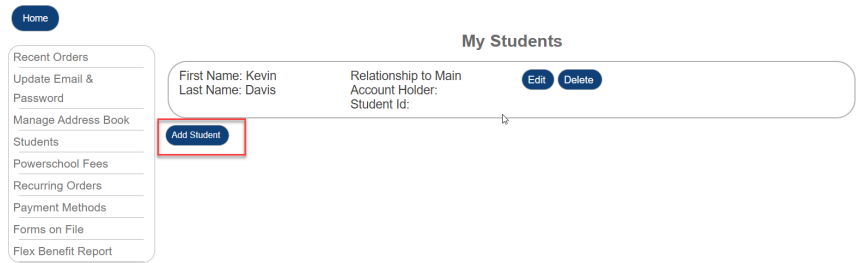


Step 7:

From the menu on the left click Students

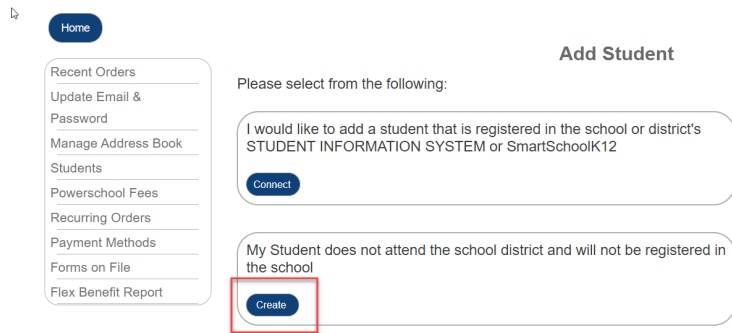
Step 8:

Click the Add Student Button



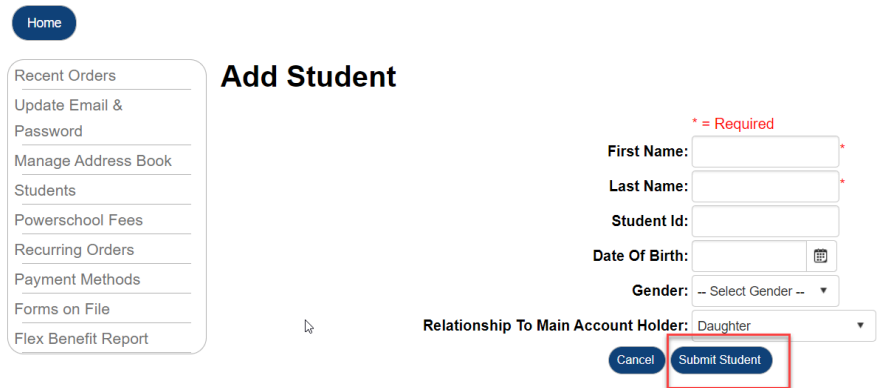
Step 9:

Click the Create button in the section that states the student does not attend school in the district



Step 10:

Fill out the student's first and last name and click Submit Student



Step 11:
Register!



- Edgerton Elementary School
- Flathead High School ▶
- Glacier High School ▶
- Kalispell Middle School ▶
- Rankin Elementary School ▶
- Traffic Education ▶