## Setting Up or Updating Your Community Education Account Profile

BEDFORD COMMUNITY EDUCATION is moving to a new convenient, mobile-friendly, online tool to register from any device, including your smartphone or tablet. You will need to create a new account profile before registering for any classes, activities or leagues. Below are some tips for creating your profile and adding your relationships.

## Create your Account Profile

- Browse to the website: **https://bedford.arux.app**
- Create your profile by selecting ***Sign In*** (top right corner).
- To create a new profile, log in with Facebook or Google
  *-or-*
  select ***Create One Now***.
- When creating an account within the system, you will be required to enter your basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the ***Send Forgot Password Email*** to receive a password set email.
- Select ***Manage All Relationships*** to add family members and emergency contacts.

*An email will be sent from Arux with a link to verify your account. Use the Verify Your Email Address button on that email to verify your account.*

## Add Family Members and Emergency Contacts

- If you are not already on the website, browse to **https://bedford.arux.app** and login with your email address and password by selecting the ***Sign In*** button.
- Select your name in the top right corner of the screen then select ***Your Account/Relationships*** to view your profile.
- Use the ***Add a Relationships*** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).
- Select the ***Create Person*** button.
- After you have finished setting up the people associated with your profile, select the ***Community Education*** link in the top left area of the screen, then select ***Explore All Programs,*** then ***Your Dashboard***.
- On the left, under the ***Manage Family Members*** section, use the ***Add Emergency Contacts*** button to add new emergency contacts. Use the ***Edit Emergency Contacts*** button to update that information. In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, please search for the name then select from the list of existing users that are presented.

*Note: Latchkey remains under the old system. Latchkey users only need to fill this new profile if registering for Community Education programs.*