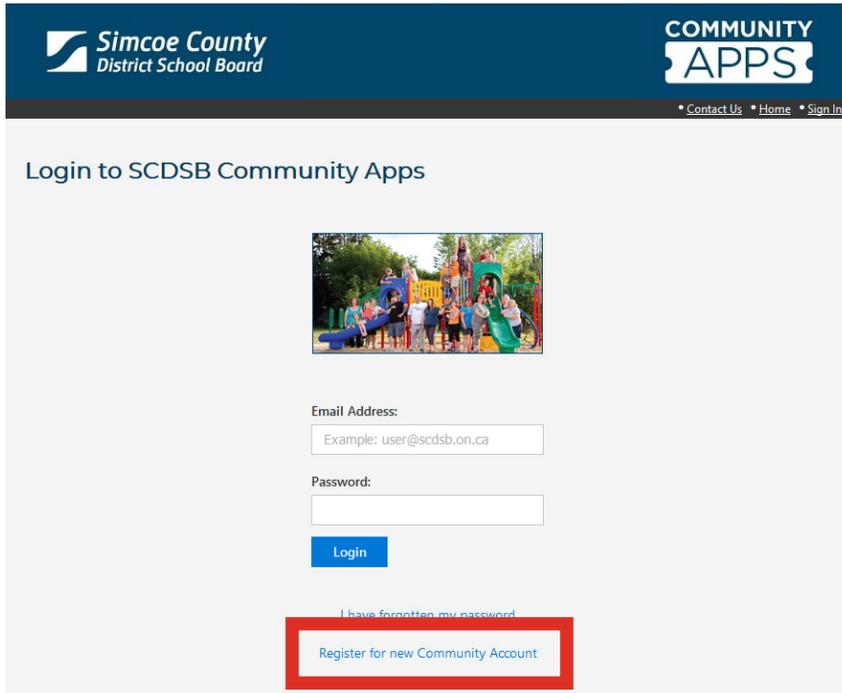# How to Create a Community Apps Account

SCDSB

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

Create an account

Step 1

Navigate to the Community Apps home page https://www1.scdsb.on.ca/app/CommunityPass.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**. *Different email address will need to be used for each new account that is created. For example, separate accounts will be needed in the case of multiple volunteers.
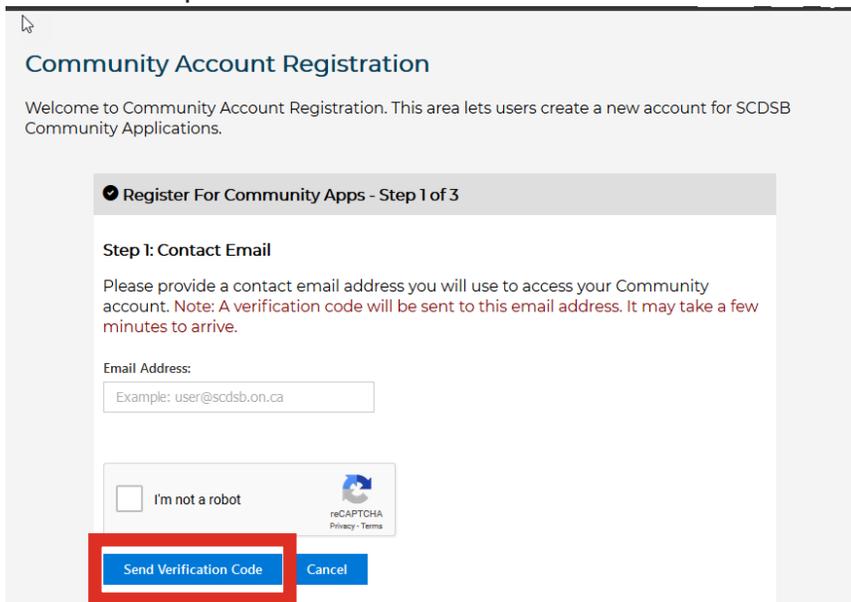
Step 3

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

Reply Reply All Forward IM

Thu 5/31/2018 10:32 AM

noreply

Your SCDSB Community Account verification code is: 187009

To Pringle, Laura

Your SCDSB Community Account verification code is: 187009

Your SCDSB Community Account verification code is: 187009

NOTE: If you didn't request this code and believe your account may be compromised, please contact the SCDSB helpdesk: (705)734-6363 or (905)729-3600, ext. 11777.

This message was sent from an unmonitored e-mail address. Please do not reply to this message.

Community Account Registration

Welcome to Community Account Registration. This area lets users create a new account for SCDSB Community Applications.

⬤ Register For Community Apps - Step 2 of 3

Step 2: Enter Verification Code

Please enter the verification code that was sent to the email address you provided in the previous step. This message may take a few minutes to arrive.

Verification Code:

Example: 987654

[Next] [Cancel] [Resend Code]

Community Account Registration

Welcome to Community Account Registration. This area lets users create a new account for SCDSB Community Applications.

⬤ Register For Community Apps - Step 3 of 3

Step 3: New Account Information

Please fill out the form below to create a new Community Account.

First Name:

Example: John

Last Name:

Example: Smith

Mobile Phone: (Optional)

Example: 7059991234

☐ I have read and understand the following terms and conditions:

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- Third-party use of any contact or account information maintained by this website is explicitly prohibited. The site administrators reserve the right to take legal action against any unsolicited collection or misuse of data.
- For electronic signatures contained in this website: all parties agree these are intended for authentication and have the same force and effect as written signatures. When users of this website submit a form, they assert the form data is correct and representative.
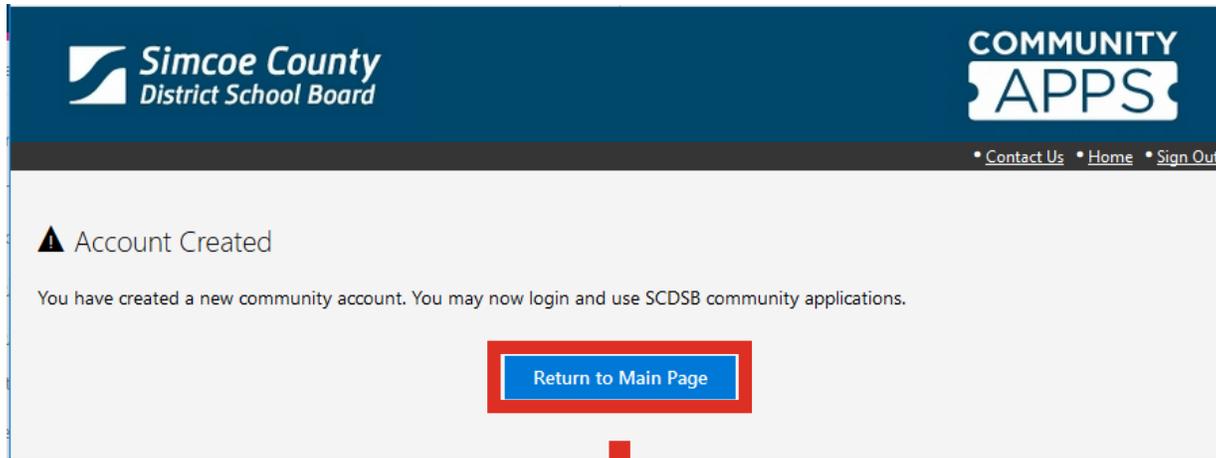
[Create New Account] [Cancel]

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**.
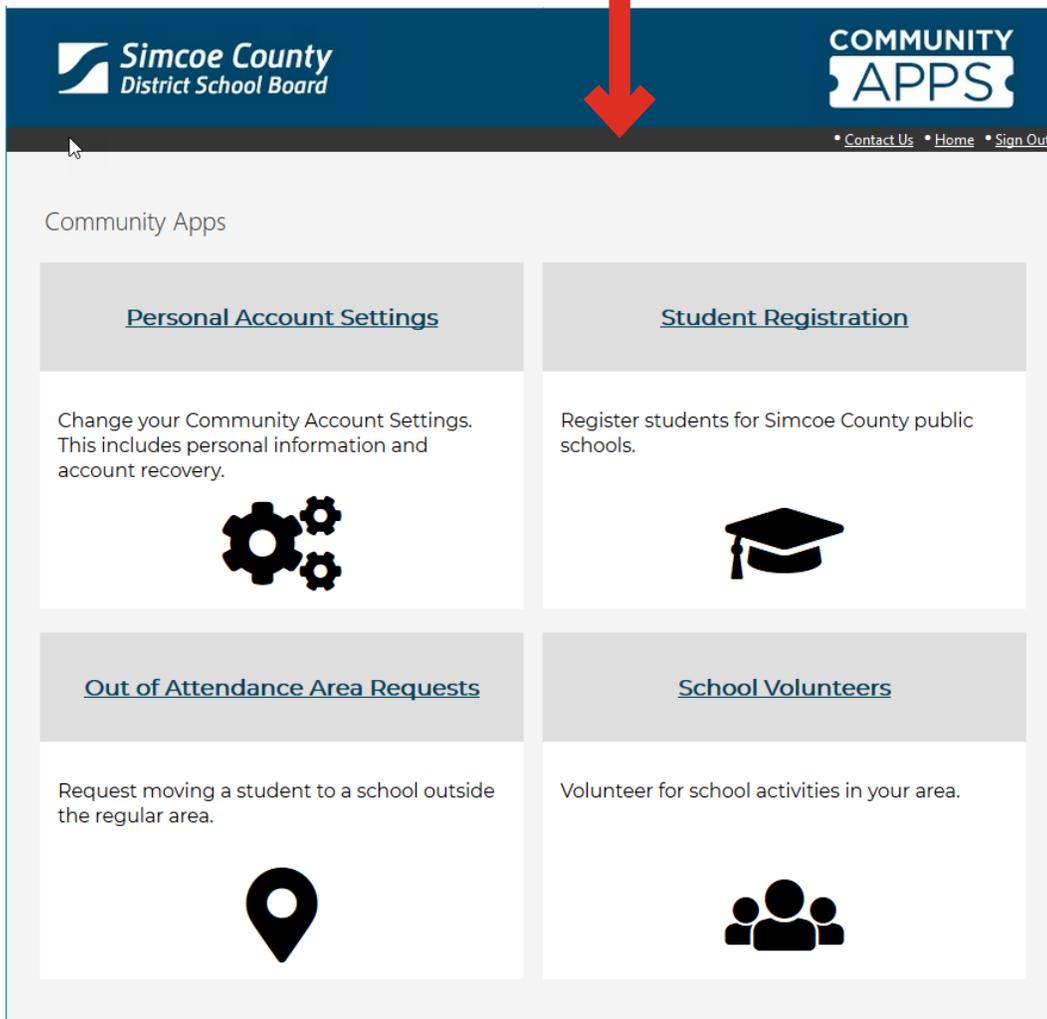
Step 5

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