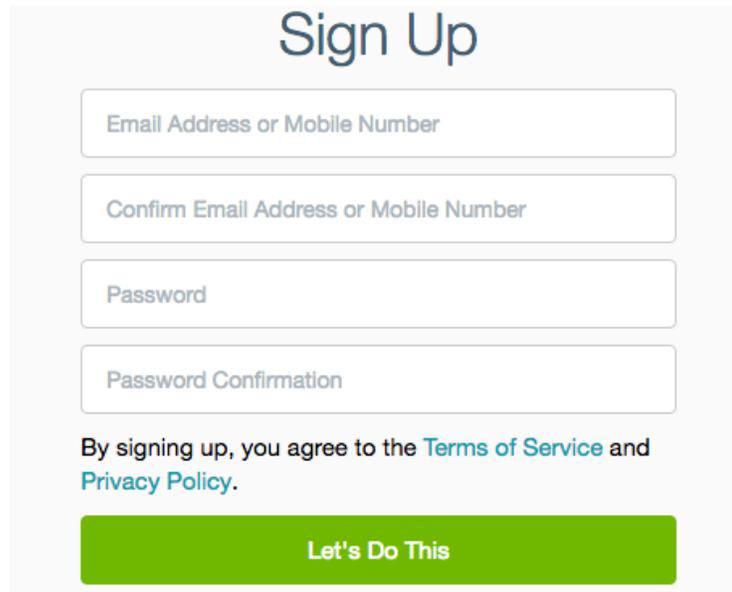


## How to create an Account:

1. Please access the link provided by your school ([aesd.schoolmint.net](https://aesd.schoolmint.net))
2. Click on the "Sign up" option.
3. Enter your email or phone number twice followed by your password. Then click on the "Let's do this" button.

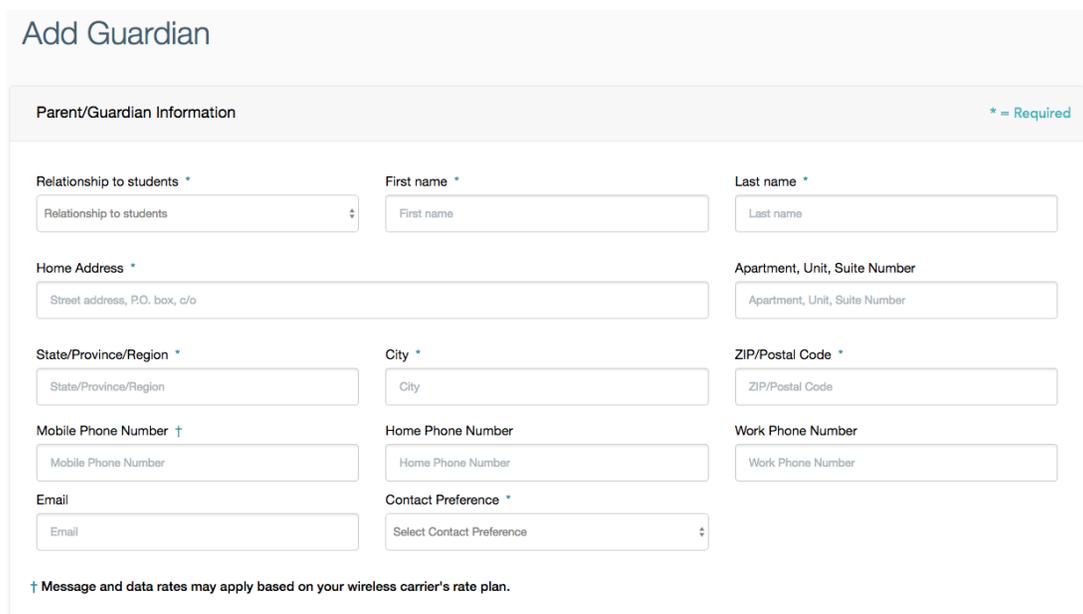


The image shows a "Sign Up" form with the following fields: "Email Address or Mobile Number", "Confirm Email Address or Mobile Number", "Password", and "Password Confirmation". Below the fields is a statement: "By signing up, you agree to the Terms of Service and Privacy Policy." At the bottom is a green button labeled "Let's Do This".

1. Next, complete step 1, "Add Parent/Guardian information."
2. Finally, add the "Applicant Information."

## Need to add another guardian?

1. Login to your SchoolMint account (if you've logged out) and click Family Profile in the navigation bar.
2. Next, on the top right, click the green Add Guardian button and add all of the required information.



The image shows the "Add Guardian" form with the following fields:

- Relationship to students \*
- First name \*
- Last name \*
- Home Address \*
- Apartment, Unit, Suite Number
- State/Province/Region \*
- City \*
- ZIP/Postal Code \*
- Mobile Phone Number †
- Home Phone Number
- Work Phone Number
- Email
- Contact Preference \*

† Message and data rates may apply based on your wireless carrier's rate plan.

## Need to add another student?

1. Login to your SchoolMint account (if you've logged out) and click Family Profile in the navigation bar.
2. Next, on the top right, click the green Add Student button and add all of the required information.

Applicant Information \* = Required

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**Personal Information**

First Name \*  Middle Name  Last Name \*

Birth Date \*    Gender

---

**Address Information**

123 Main Street,  
Marietta, GA, 30067  
School Districts associated with this address

New Address

If you **don't see a Add Student/Guardian Icon** on the Family Profile you'll need to contact the Central Enrollment Office directly so they can add the information on your behalf.

### Retrieving Username/Password:

Families can access their username or password by clicking **Forgot Username?** or

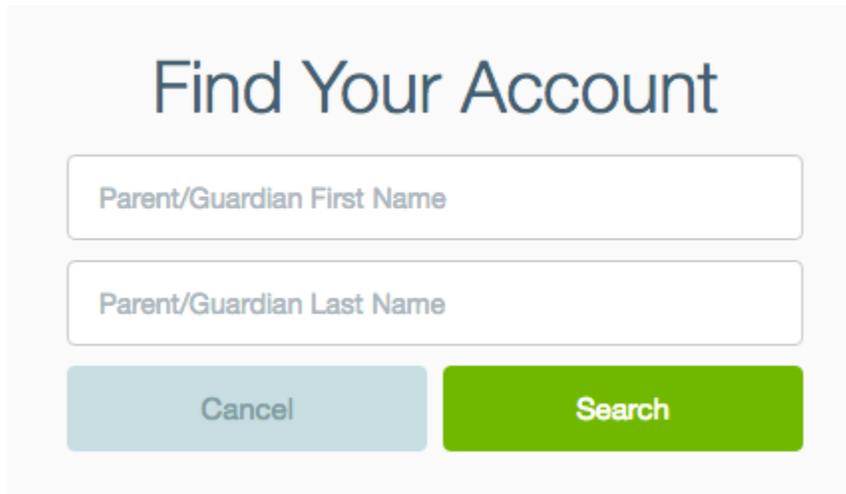
**Forgot Password?** At the Log-In page.

# Log In

[Forgot Username?](#)

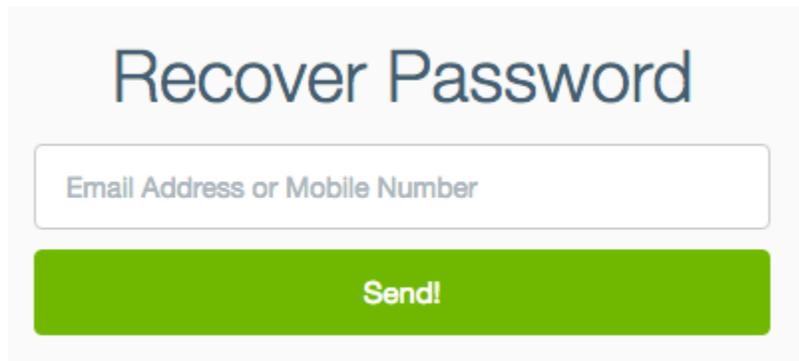
[Forgot Password?](#)

If you forgot your Username, select "Forgot username?" and enter your first and last name, then "Search."



The form is titled "Find Your Account" in a large, dark blue font. Below the title are two input fields: "Parent/Guardian First Name" and "Parent/Guardian Last Name". At the bottom of the form are two buttons: a light blue "Cancel" button and a green "Search" button.

If you forgot your password, select "Forgot password?" The new password will be sent to your email or cellphone number.



The form is titled "Recover Password" in a large, dark blue font. Below the title is a single input field labeled "Email Address or Mobile Number". At the bottom of the form is a large green button labeled "Send!".

If you did not get the password reset email, make sure to **check your Junk/Spam folder**, or wait up to 5 minutes to try again. Remember each time you request **a new password reset email, the old one automatically expires**, so make sure to use the newest email on your messages inbox.

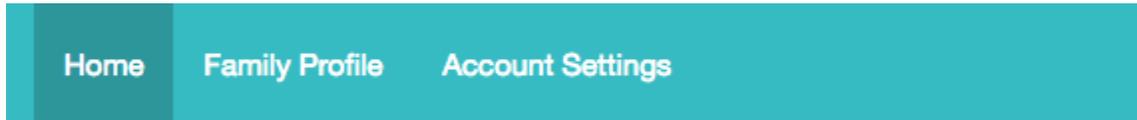
If you have previously unsubscribed from text or email notification you'll not be able to receive the password reset msg or email. In this case, contact the Central Enrollment Office.

### **Updating your Username or Password**

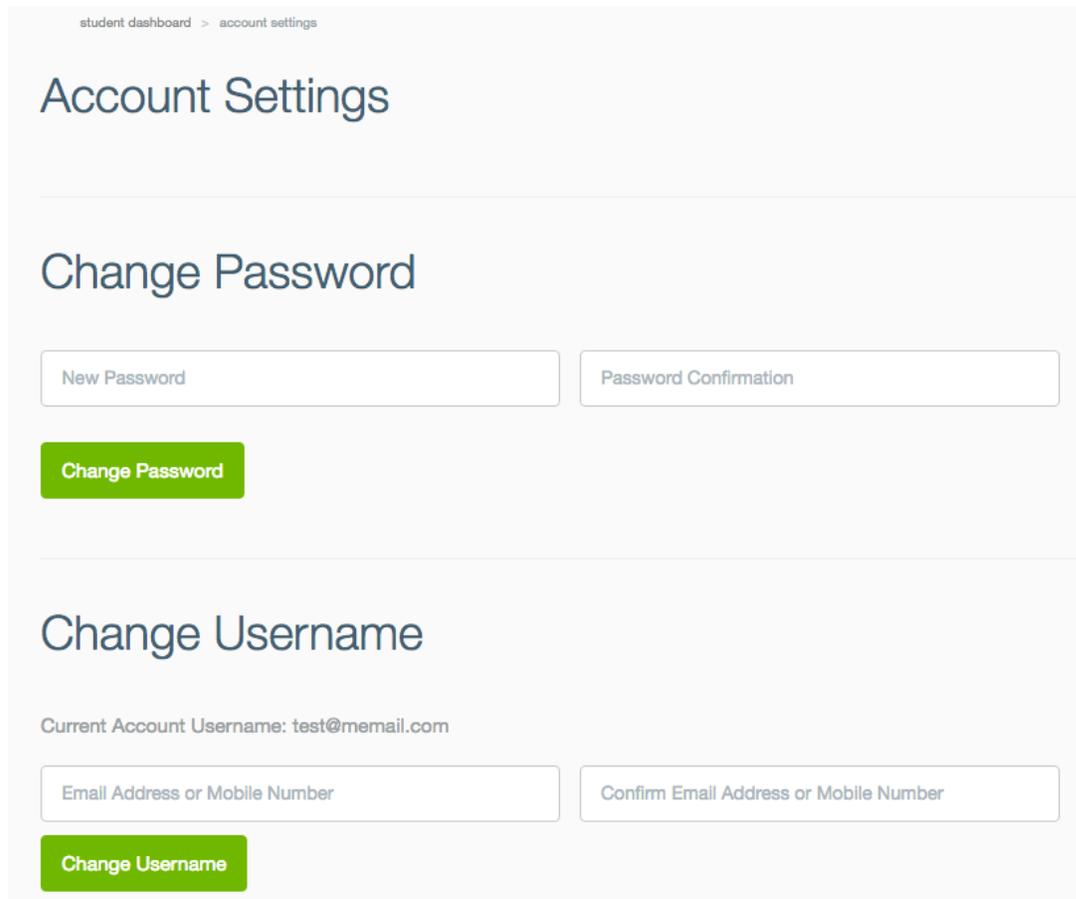
If you have changed your email address or phone number associated with your SchoolMint Log In information you'll need to update the Username. In the same way, if a new password is required you can update at any time from Menu>Account Settings.

## Changing Username/Password:

1. Please access your "Account Settings" tab from the green navigation bar or Menu.



2. You'll see two options: Change Password and Change Username;

A screenshot of the 'Account Settings' page. At the top, it says 'student dashboard > account settings'. Below that is the title 'Account Settings'. There are two main sections: 'Change Password' and 'Change Username'. The 'Change Password' section has two input fields: 'New Password' and 'Password Confirmation', followed by a green 'Change Password' button. The 'Change Username' section shows 'Current Account Username: test@memail.com', two input fields: 'Email Address or Mobile Number' and 'Confirm Email Address or Mobile Number', followed by a green 'Change Username' button.

3. To make changes, simply type the new password or username, and confirm. Then click on the green box "Change Password/Username." You'll see a confirmation message at the top of the screen.

