

# Lansingburgh Central School District

District Office

55 New Turnpike Rd • Troy, NY 12182

## REGISTRATION PROCESS:

Need online registration help? Email [tfruscio@lansingburgh.org](mailto:tfruscio@lansingburgh.org) to set-up an appointment.

Follow these steps:

1. To find your program, click on the link above and select the **registration form** under the word **Programs**.
2. Next, click on the **blue Register Now** button and scroll, if necessary, to the **Create Account/Log In** blue buttons.
  - a. If this is your first time using FamilyID, click **Create Account**. If you already have a FamilyID account, **Click Log In**.
3. Create your secure FamilyID account by entering the account owner information:
  - a. First and Last names (parent/guardian), E-mail address, and password. Select "I Agree" to the FamilyID Terms of Service. Click Create Account.
4. You will receive an email with a link to activate your new account. (If you don't see the email, check your E-mail filters (spam, junk, etc.).)
5. **Click on the link** in your activation E-mail, which will log you into FamilyID.com
6. Complete the registration form and complete the information requested. All fields with a red\* are required to have an answer, including uploading the required documents

## HOW TO UPLOAD A DOCUMENT

| <u>On your computer</u>   | <u>On your phone</u>   |
|---|--|
| Click "Choose File"<br>Find the document in your computer<br>Click "Open" | Take a picture of the document on your phone<br>While in Family ID, click "Choose File"<br>Select "Photo Library"<br>Select picture<br>Select "Done" (on iPhone) |

7. **Click the Continue button** when your form is complete.
8. Review your registration summary.
9. Locate the **blue Submit button**. After selecting Submit, the registration will be complete. You will receive a completion email from FamilyID confirming your registration
10. **Click No Payment Required or Alternate Payment Method** (check, cash, non-FamilyID payment site) -  
NO PAYMENT IS REQUIRED

At any time, you may log in at [www.familyid.com](http://www.familyid.com) to update your information and to check your registration(s).

To view a completed registration, select the Registrations tab in the blue menu bar at the top of your screen.

## SUPPORT:

- If you need assistance with registration, contact FamilyID at: [support@familyid.com](mailto:support@familyid.com) or 781-205-2800 x1.
- Support is available 7 days per week and messages will be returned promptly.