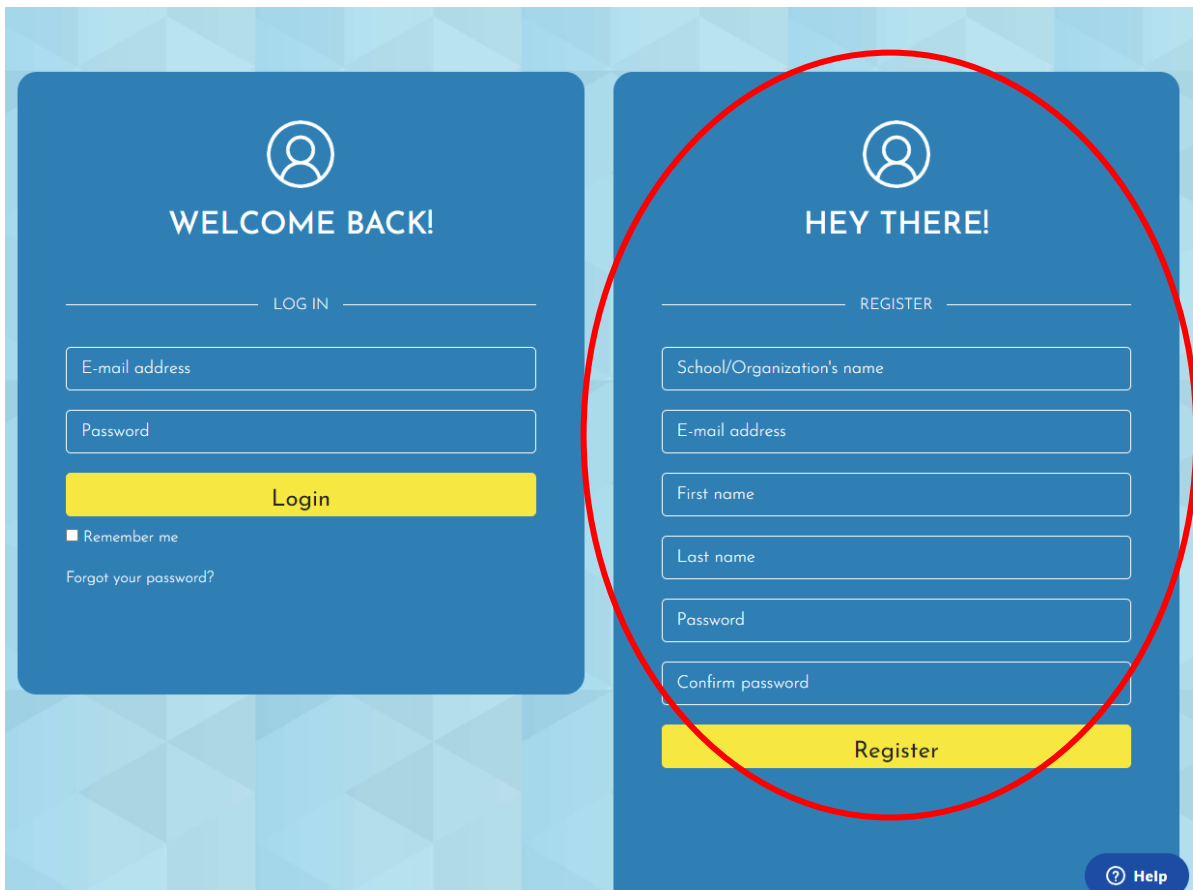


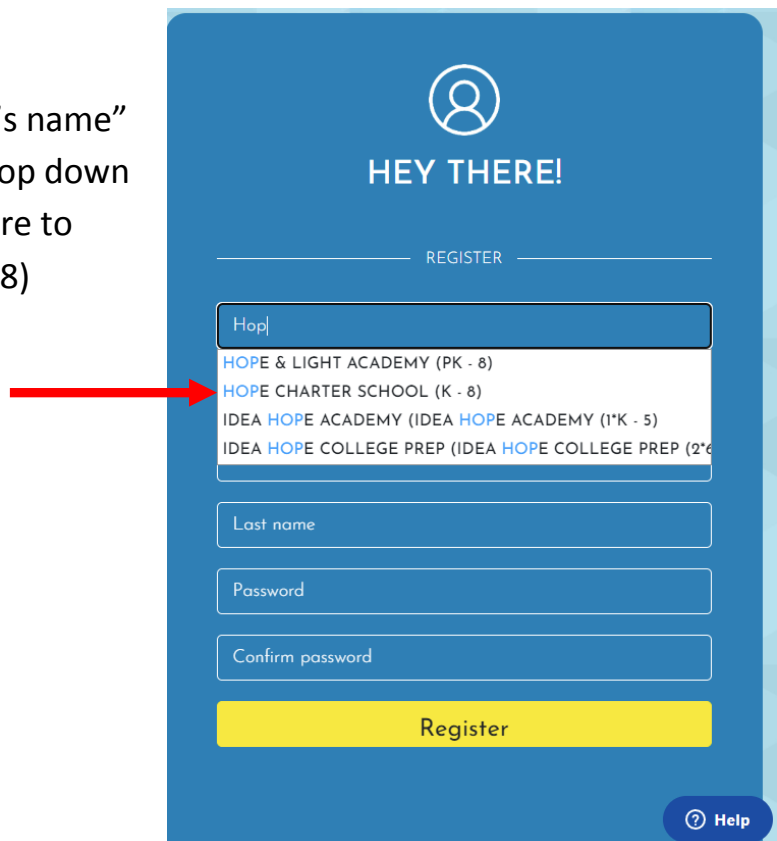
# Hope Charter School

1. Go to: <https://www.ibiley.com/register.aspx> It will bring you to this page. This is the first time we are using this company, so you will need to “Register” (the option on the right)



The screenshot shows a registration page with two main sections. The left section is titled 'WELCOME BACK!' and contains a 'LOG IN' form with fields for 'E-mail address' and 'Password', a yellow 'Login' button, a 'Remember me' checkbox, and a 'Forgot your password?' link. The right section is titled 'HEY THERE!' and contains a 'REGISTER' form with fields for 'School/Organization's name', 'E-mail address', 'First name', 'Last name', 'Password', and 'Confirm password', followed by a yellow 'Register' button. A red circle highlights the 'HEY THERE!' section.

2. Starting at “School/Organization’s name” begin typing Hope, you will see a drop down giving a few different options, be sure to click on HOPE CHARTER SCHOOL (K-8)

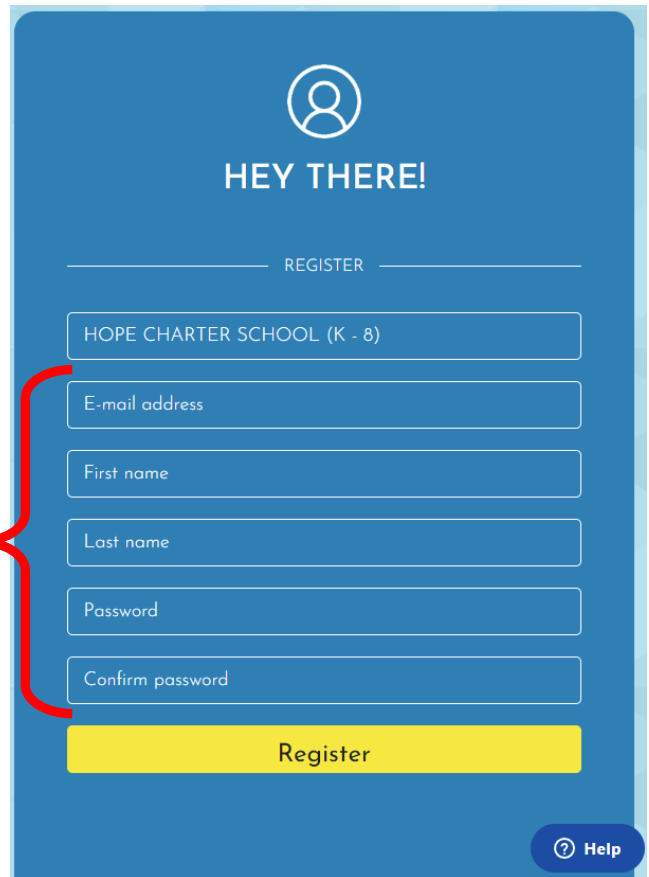


This screenshot shows the 'HEY THERE!' registration form with the 'School/Organization's name' field active. The field contains the text 'Hop|'. A dropdown menu is open, displaying several options: 'HOPE & LIGHT ACADEMY (PK - 8)', 'HOPE CHARTER SCHOOL (K - 8)', 'IDEA HOPE ACADEMY (IDEA HOPE ACADEMY (1\*K - 5))', and 'IDEA HOPE COLLEGE PREP (IDEA HOPE COLLEGE PREP (2\*...))'. A red arrow points to the 'HOPE CHARTER SCHOOL (K - 8)' option. Below the dropdown are fields for 'Last name', 'Password', and 'Confirm password', and a yellow 'Register' button. A 'Help' link is visible in the bottom right corner.

3. Now you're ready to complete the registration!

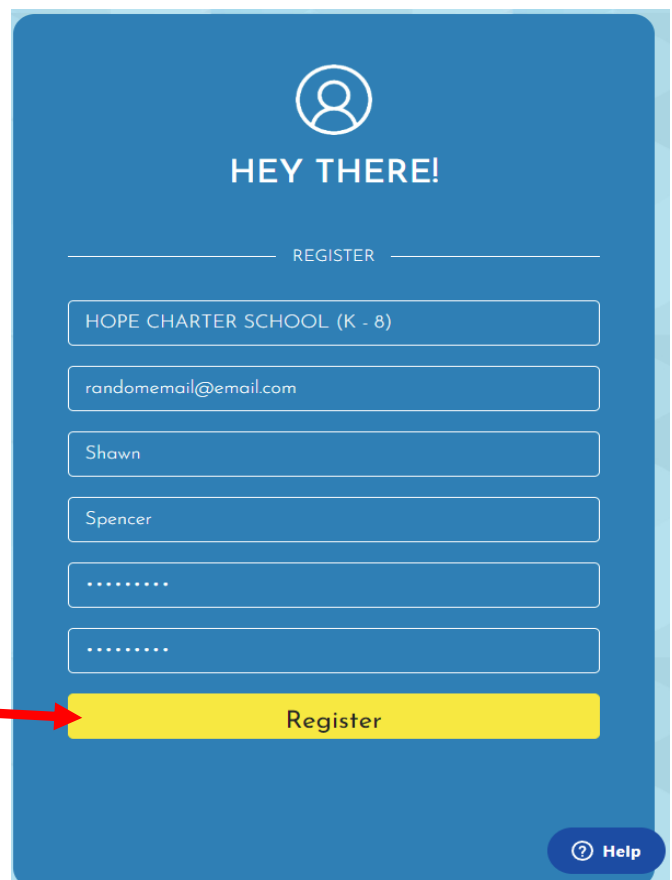
All fields must be filled out.

*Be sure to write down your login and password information somewhere you can refer to it later.*



The registration form is displayed on a blue background. At the top, there is a white user icon and the text "HEY THERE!". Below this, the word "REGISTER" is centered. The form contains six input fields: "HOPE CHARTER SCHOOL (K - 8)", "E-mail address", "First name", "Last name", "Password", and "Confirm password". A red bracket on the left side of the form groups the "E-mail address", "First name", "Last name", "Password", and "Confirm password" fields. At the bottom of the form is a yellow "Register" button. In the bottom right corner, there is a "Help" button with a question mark icon.

Once all fields are filled out, you can now click on the Register button.



The registration form is shown again, but now all the input fields are filled with text. The "E-mail address" field contains "randomemail@email.com", the "First name" field contains "Shawn", and the "Last name" field contains "Spencer". The "Password" and "Confirm password" fields are filled with ".....". A red arrow points from the text on the left to the yellow "Register" button. The "Help" button is still present in the bottom right corner.

If you need additional help, feel free to contact **ibiley** at their customer service number:

**1-844-706-5771 or 305-625-8050**

Or email **ibiley** at **[support@ibiley.com](mailto:support@ibiley.com)**