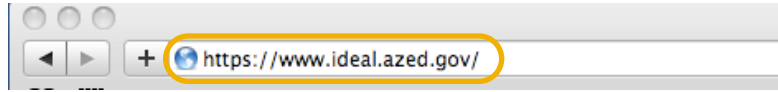
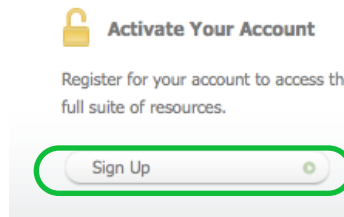


Create a New Account

1 Go to ideal.azed.gov



2 Click on **Sign Up** in the Activate Your Account section of the front page.



3

1. Pick a username that you will remember
2. Add your first and last and display name.
3. Add your official district, school or organization email. This must be accurate because information will be sent to the address
4. Click Request New Account

Account information

Username: *

Your full name as you prefered username, only letters or numbers are allowed.

E-mail address: *

A password and instructions will be sent to this e-mail address, so make sure it is accurate.

Personal Profile

First Name: *

Last Name: *

Display Name: *

The name you would like to have displayed in IDEAL applications

[Request new account](#)

IMPORTANT

If this email is already in the system you will be provided the opportunity to request password and retrieve your username.

Do not create an account using a different email address.

The user with e-mail address **joe_smith@school.org** is already registered with the system. Click **request new password** if you forgot your login information.

[Create new account](#) [Log in](#) [Request new password](#)

[Validate e-mail](#)

Username or e-mail address: *

[E-mail new password](#)

4

The next you screen asks for a **Secret Code**. The code has been emailed to the email address provided in step number three.

Check your email and copy the secret code. Be sure to check your spam folder if you do not receive the email.

Paste it into the field and click validate.

An e-mail has been sent to the e-mail account jane_doe@school.org to verify that you have entered a valid e-mail address.

Create new account Log in Request new password

Validate e-mail

Please check your e-mail and click the link in the message to confirm your address. If you are unable to click the link, you can copy the secret code from the e-mail and enter it below.

Secret Code: *

Validate

announce@ideal.azed.gov

Validate your e-mail at IDEAL Community

10/15/2009 12:20 AM

Thank you for registering at IDEAL Community. You may now validate your e-mail address by entering the code

3a597e950bb9b872b2295258a1aafde6

at https://qa.ideal.azed.gov/p/user/validate (by copying and pasting).

You may also validate the e-mail by clicking on this link or copying and pasting it in your browser:

https://qa.ideal.azed.gov/p/user/validate/3a597e950bb9b872b2295258a1aafde6

-- IDEAL Community team

Secret Code: *

Validate

5

Check your email a second time for a message that contains your user name and a temporary password. You may login using these credentials one time and change your password. This password is only good for 24 hours.

Or

Click on the one time log-in link that will allow you to change your password immediately.

announce@ideal.azed.gov

The account has been created for you at IDEAL Comm...

10/15/2009 12:23 AM

The account at IDEAL Community has been created for you. You may now log in to https://qa.ideal.azed.gov/p/user using the following username and password:

username: janedoe
password: mAhVoEewcB

You may also log in by clicking on this link or copying and pasting it in your browser:

https://qa.ideal.azed.gov/p/user/reset/44230/1255580602/112a0d62c5fa9a667ee8fecb861e15b5

This is a one-time login, so it can be used only once.

6

You will be taken to a log-in screen. Click the [log-in button](#).

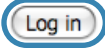


Your password and further instructions have been sent to your e-mail address.

This is a one-time login for *username203* and will expire on *October 15, 2009 - 21:23*.

Click on this button to login to the site and change your password.

This login can be used only once.



7

Once you are logged in **change the password** to something you will remember.

It needs to be a secure password and include a combination of uppercase, lowercase letters, and numbers

Account information

E-mail address: *

jane_doe@school.org

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

newpassword

Confirm password:

newpassword

To change the current user password, enter the new password in both fields. Password must be at least *medium* strength.

8

IMPORTANT

Record your changes by scrolling to the bottom and clicking Save!

