
How to Create a Community Apps Account

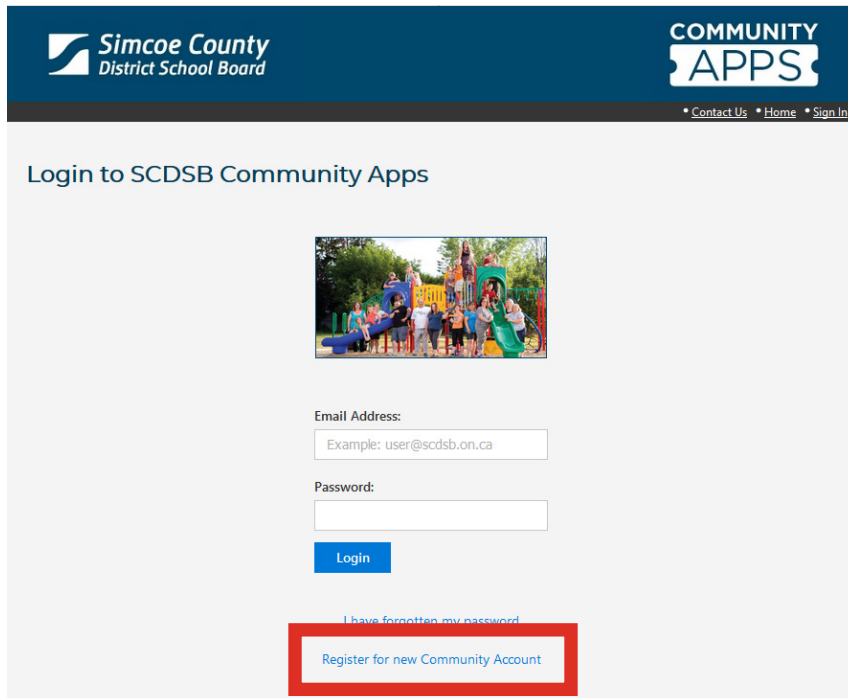
SCDSB

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

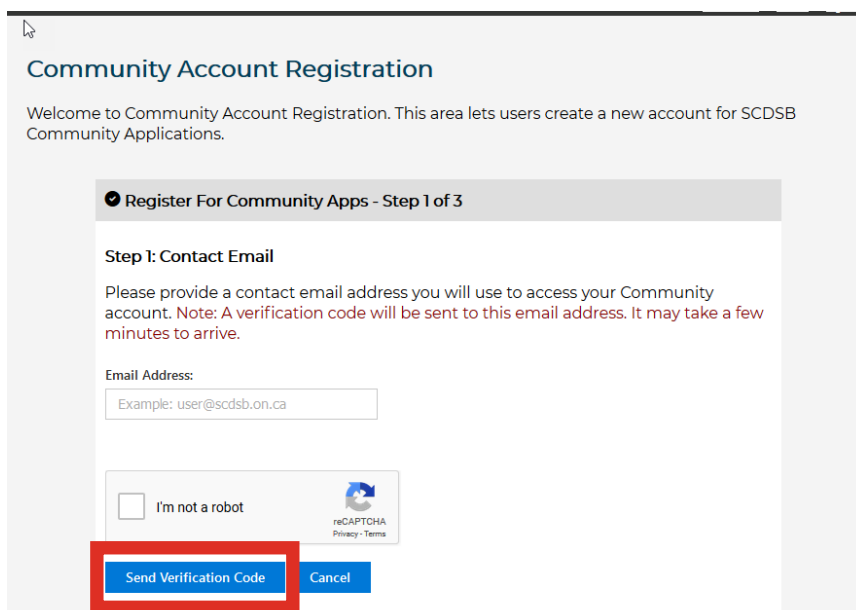
Step 1

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**. *Please note separate email addresses must be used for each registrant.



Step 3

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

The screenshot shows an email from 'noreply' with the subject 'Your SCDSB Community Account verification code is: 187009'. The body of the email contains the verification code '187009' and a note about account security. Below the email is a registration form titled 'Community Account Registration' with a progress indicator for 'Register For Community Apps - Step 2 of 3'. The current step is 'Step 2: Enter Verification Code', which includes a text input field for the verification code and buttons for 'Next', 'Cancel', and 'Resend Code'. A red arrow points from the verification code in the email to the input field in the form.

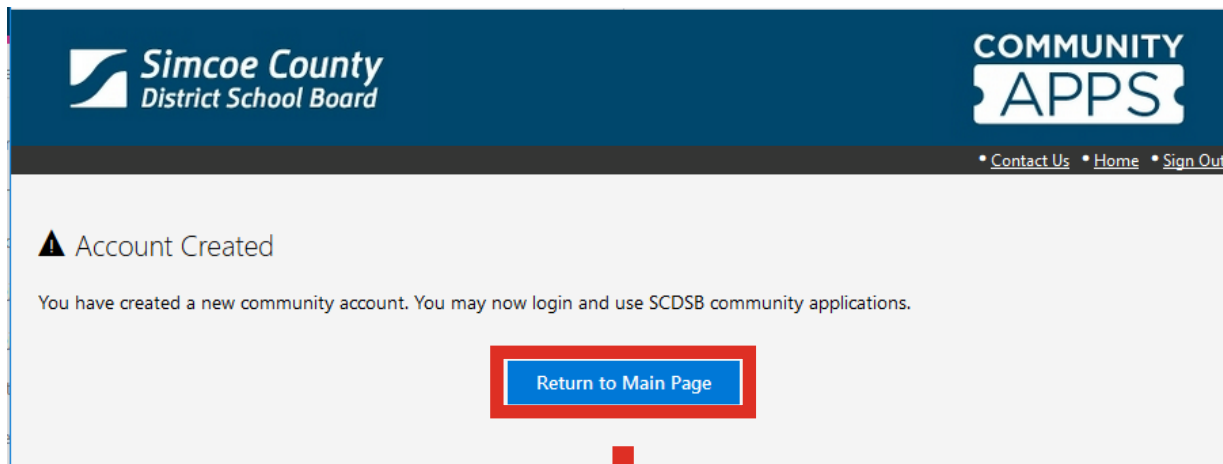
Step 4

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**.

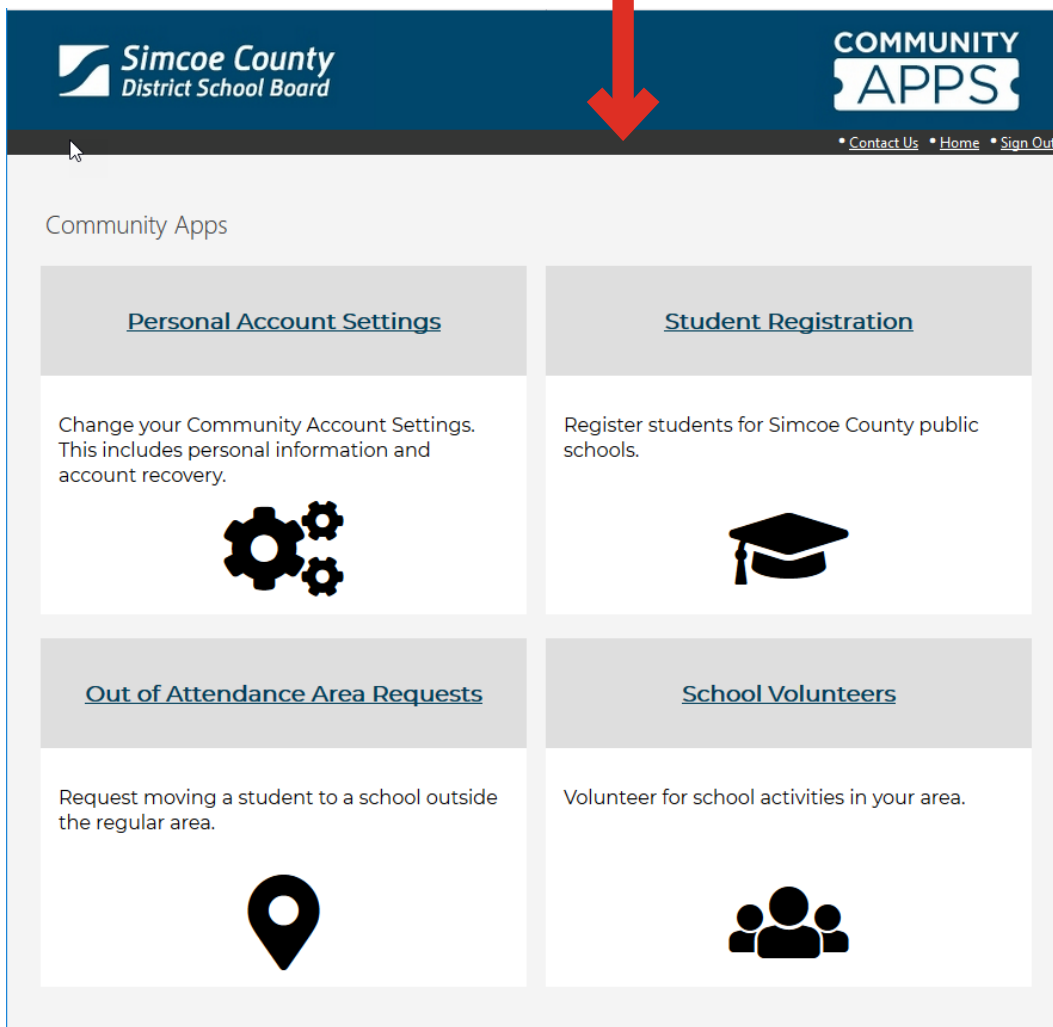
The screenshot shows the 'Community Account Registration' form at 'Step 3: New Account Information'. It includes fields for 'First Name', 'Last Name', and 'Mobile Phone (Optional)'. Below these fields is a checkbox for 'I have read and understand the following terms and conditions:'. A list of terms and conditions is provided below the checkbox. At the bottom of the form are buttons for 'Create New Account' and 'Cancel'. Red boxes highlight the checkbox and the 'Create New Account' button.

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



The screenshot shows the top navigation bar with the Simcoe County District School Board logo on the left and 'COMMUNITY APPS' on the right. Below the navigation bar, there is a confirmation message: 'Account Created' with a warning icon, followed by the text 'You have created a new community account. You may now login and use SCDSB community applications.' A blue button labeled 'Return to Main Page' is highlighted with a red rectangular border.



The screenshot shows the 'Community Apps' dashboard. The top navigation bar is identical to the previous page. Below the navigation bar, the text 'Community Apps' is displayed. The dashboard is organized into a 2x2 grid of application tiles:

- Personal Account Settings:** Change your Community Account Settings. This includes personal information and account recovery. (Icon: three interlocking gears)
- Student Registration:** Register students for Simcoe County public schools. (Icon: a graduation cap)
- Out of Attendance Area Requests:** Request moving a student to a school outside the regular area. (Icon: a location pin)
- School Volunteers:** Volunteer for school activities in your area. (Icon: three stylized human figures)