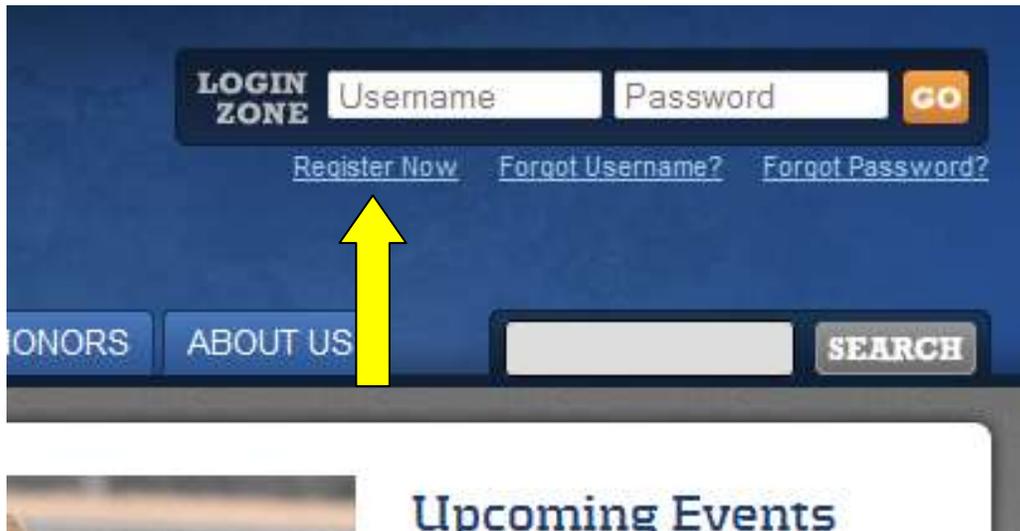
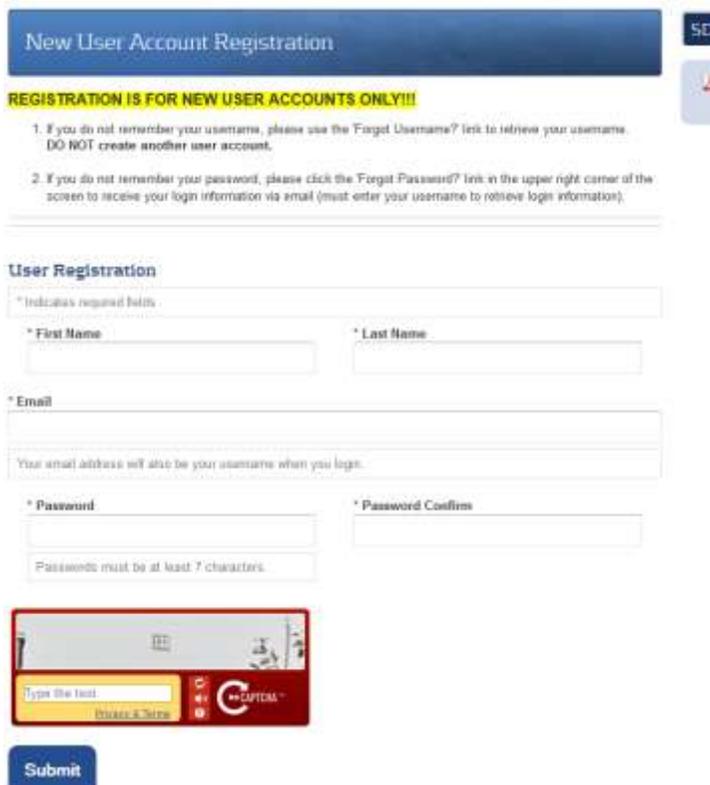


Creating a User Account:

1. If this is your first time using the new SDHSAA web site. Click on “Register Now” in the ‘Login Zone’ (top-right corner) section SDHSAA homepage (www.sdhsaa.com).



2. Creating a user account is set up on two pages: User Registration and Request Access.
 - A. Fill in user account information on this screen and then click “Register”. Your username will be the email address you enter on this page. You may choose any password you wish. ***(Keep your username and password in a safe place for future reference).***

A screenshot of the 'New User Account Registration' form. The form has a blue header with the title 'New User Account Registration'. Below the header, there is a yellow warning box that says 'REGISTRATION IS FOR NEW USER ACCOUNTS ONLY!!!'. Underneath, there are two numbered instructions: 1. 'If you do not remember your username, please use the Forgot Username? link to retrieve your username. DO NOT create another user account.' 2. 'If you do not remember your password, please click the Forgot Password? link in the upper right corner of the screen to receive your login information via email (must enter your username to retrieve login information)'. The form fields are: '* First Name', '* Last Name', '* Email', '* Password', and '* Password Confirm'. There is a note below the password fields: 'Passwords must be at least 7 characters.' At the bottom of the form, there is a 'Submit' button. A red box highlights a CAPTCHA area with the text 'Type the text.' and 'Please click here'.

- B. Request access to different parts of the SDHSAA web site. If you are a coach and/or school personnel who needs access to your school's School Zone or needs access to online meetings and exams, select your school from the drop down box. If you are an administrator (Superintendent, Principal, or Athletic/Activities Director) at your school, check the box indicating so. If you are an SDHSAA-licensed official or are interested in becoming one, check the appropriate box indicating so. Once finished, click "Request Access". **If you are both a coach and an official, please select your school AND also check the box indicating you are also an official.**

Request Access

Thank you for registering for an SDHSAA user account. If you are a coach or other school personnel, please select which school you are associated with and whether you are an administrator. If you are an SDHSAA-licensed official or wish to become one, please check the box indicating so. Once your selections have been made, click the 'Request Access' button and your information will be sent to the SDHSAA for authorization.

You should have already received an initial email confirming "New User Registration". Once your account information has been authorized by an SDHSAA staff member, you will receive a second email confirming "User Account Update". Once you receive the second email, you will then be granted access to the SDHSAA website.

You must click the 'Request Access' button below (after making your selections) in order for the SDHSAA to approve your user account. Failure to do so will result in your user account NOT being approved.

I am a coach or other school personnel for the following school.

I am the Superintendent, Principal, or Athletic Director at the school selected above.

I am or wish to become an SDHSAA-licensed sports official.

Request Access

3. You will then get the "Your request has sent!" message below. Please read the 'Request Access' page carefully for additional information.

Your request has sent!

I am a coach or other school personnel for the following school. Aberdeen Central

I am the Superintendent, Principal, or Athletic Director at the school selected above.

I am or wish to become an SDHSAA-licensed sports official.

Request Access

4. Once you see the above message, you are done until your account is authorized by the SDHSAA. You can click on the orange "LOGOUT" button in the upper right corner of the screen at this time.

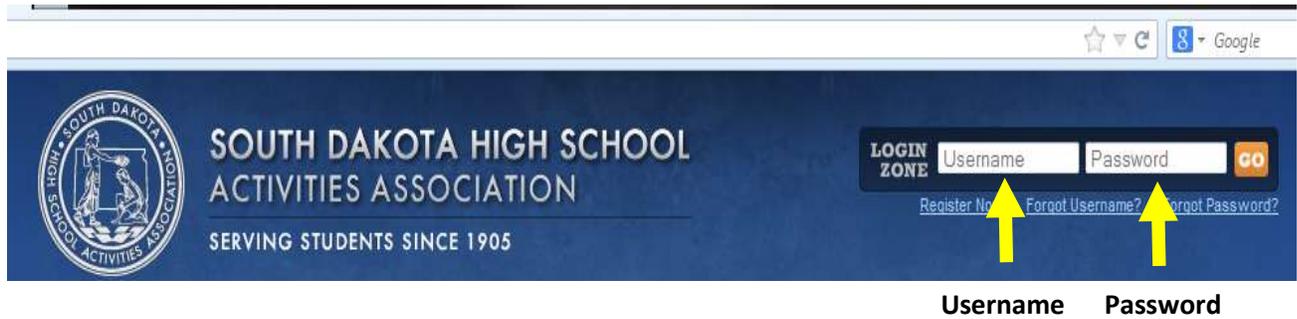
GH SCHOOL
TION

GO TO MY LOGIN ZONE

LOGOUT

5

5. After you receive an email indicating that your user account has been updated, you can then return to the SDHSAA home page (www.sdhsaa.com) and log in using the username and password you created in step #2A above. Simply enter your username in the first box in the top right corner, your password in the second box, and click 'GO'.



6. After successfully entering your username and password, you should then be taken to your main Login Zone page. From here, you can access the School Zone or Official Zone.

