KENNEDY CHOIRS STUDENT ACCOUNT SYSTEM

STUDENT'S NAME: _____
REGISTRATION CODE: _____
USER NAME: _____
PASSWORD: _____

Through the Account Link Online system, the choir program will record your payments, fundraising, incidental expenses and monthly deductions for your choir fees and, if applicable, trip fees. You have 24/7 web- based online access to your Student Accounts. We may also use the email address(es) you provide to more effectively communicate with each of you about your account activity.

BE ASSURED THAT THIS IS A SECURE WEBSITE AND THAT YOUR INFORMATION WILL NOT BE SHARED WITH ANYONE. EMAIL ADDRESSES WILL NEVER BE USED OUTSIDE OF CHOIR BUSINESS.

YOUR REGISTRATION CODE IS NOTED ABOVE. You will need this code and an active email address in order to complete the registration process.

Please take a few minutes as soon as you are able to complete the registration! The attached instructions will walk you through the process. You can use this page to record the User Name and Password that you create for your account.

The registration process starts with Member (STUDENT) information and follows with information for 2 other people, if warranted. You can use one email address for everyone, although frequently parents will use their personal or work email.
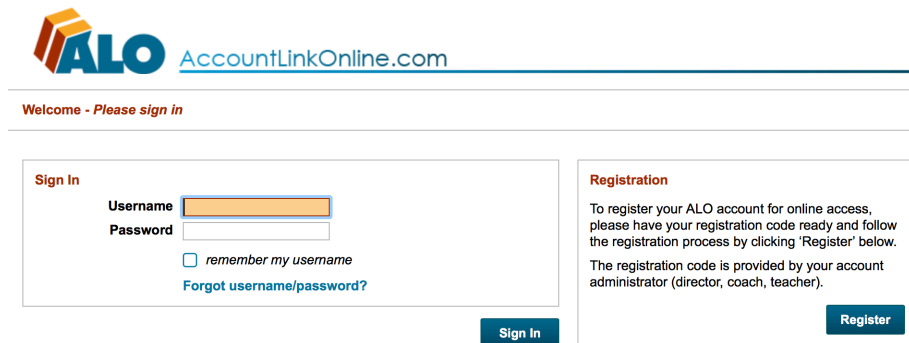
If you have questions or issues with your Student Account, please feel free to contact your director or the student account administrator.

ONLINE ACCOUNT SETUP INSTRUCTIONS

You MUST have JavaScript enabled for this site to work. If you do not, you will get a message with instructions on how to enable JavaScript for various browsers.

Go to the Kennedy Choirs website: www.kennedychoirs.org
There will be a link from our website that will bring you to our Login screen at AccountLinkOnline.com

Register (Step 1 and 2):

1. Click on the 'Register' link
2. Enter your registration code (on the front of this handout) and click 'Register' button and a valid email address. **(You must have access to this email for verification purposes.)** (see pg 3)
3. Close your browser window. You will receive an email with a link to complete registration.

Register (Step 3)

4. Go to your email account. When you receive the email from AccountLinkOnline, click on the link to complete registration.

5. Enter the username and password that you would like to use

• Username length 8-15 characters

• Password length 8-15 characters; at least 2 must be numbers, at least 2 must be letters and at least 1 (symbol).

For example: Username: Nicefamily Password: eastside13%

• Confirm Password - needs to exactly match what you entered for Password

6. Click on 'Save'

Complete Contact Information

On the next screen complete the following contact information:

- Member (student) first and last name - required
- Address - required
- Email Address - required
- Phone - required
- Parent/Guardian #1 at same address - all info required
- Name
- Address
- Phone
- Email address
- Parent/Guardian #2 at same address - optional
- Check the box if you want to complete Parent/Guardian info at *different* address
- Member (student) birthdate - required
- Member (student) gender - required
- Member (student) graduation year - required
  Click the 'save' button. You will be taken to the main screen. Student account balance can be found by choosing the 'CHOIR Financial Statement' option.

AccountLinkOnline.com

[Sign Out]

▼ **MY ACCOUNT**
  ◆ Contact Information
  ◆ Username
  ◆ Password
  ◆ CHOIR Financial Statement