

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.

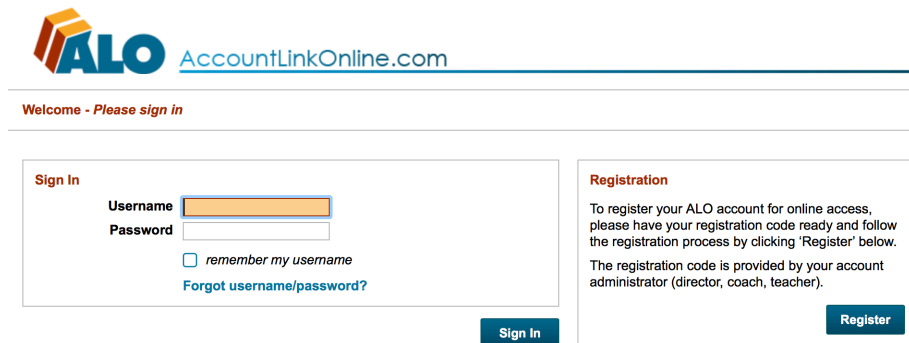
If you have questions or issues with your Student Account, please feel free to contact your director or the student account administrator.

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



The screenshot shows the AccountLinkOnline.com website. At the top left is the ALO logo and the text "AccountLinkOnline.com". Below this is a navigation bar with the text "Welcome - Please sign in". The main content area is divided into two sections. On the left is the "Sign In" section, which includes a "Username" field, a "Password" field, a checkbox labeled "remember my username", and a link "Forgot username/password?". A "Sign In" button is located below this section. On the right is the "Registration" section, which contains text explaining the registration process and a "Register" button.

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.



The screenshot shows the AccountLinkOnline.com website. At the top left is the ALO logo and the text "AccountLinkOnline.com". Below this is a navigation bar with the text "Registration Step 2 of 3". The main content area is divided into two sections. The top section is titled "Read Registration Status and Close Browser Window". The bottom section is titled "Registration Status" and contains a list of instructions: "A registration email was sent to [redacted]", "Follow the instructions in the email to complete your registration", "If you do not see the email in your inbox, check your spam/junk folder", "If you did not receive an email, please contact your account administrator (director, coach, teacher)", and "You may close this window in your browser now".

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'

ALO AccountLinkOnline.com

Registration Step 3 of 3

Enter sign in information and click 'Save'

Sign In

Username must be 8 to 15 characters and cannot begin or end with a space

Username Username required

Password must be 8 to 15 characters and contain at least 2 numbers, 2 letters, 1 symbol and no spaces

Password

Confirm Password

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.

▼ **MY ACCOUNT**

- ◆ [Contact Information](#)
- ◆ [Username](#)
- ◆ [Password](#)
- ◆ [CHOIR Financial Statement](#)