



## INSTRUCTIONS FOR ACCOUNT CREATION ON NEW CIAC WEBSITE

Step 1: Create an account

Note: Please use your school/work email to create the account. The Email address you provide will be used to grant access to school resources.

https://ciac.fpsports.org/SignUp.aspx

= 998			Login Sign-Up	
	-			
	FIRST NAME:	LAST NAME:		
	Jim	Kobalt		
	E-MAIL:	and the state of t		
	myworkemail@myschool.org			
	800-867-5309			
	PASSWORD:			
	CONFIRM PASSWORD:			
		Create Acc	count	

Step 2: Verify your email address

You will receive an email from sportsinfo@casciac.org. Please click the link provided to verify your account. If the email is not in your inbox within a few minutes, please check your spam folder. You can request a new email be sent from the main dashboard at <u>https://ciac.fpsports.org/</u>





**Step 3: Enter your access codes** 

Please select your school from the drop down and enter the access codes provided to you. The screen accepts your existing (as used in the old website) principal school codes, coach codes, scorekeeper codes and injury codes.

## https://ciac.fpsports.org/LegacySecurityCodes.aspx

NOTE: If you are a principal with the email address you used to create an account on file with the CIAC, your school code will have been entered automatically. You can confirm you have access to your school at the bottom of the screen.

Service .	Jim Kot
Security Codes	
To gain access to your si provided to you by that surveillance codes and a Note: Once a valid code address you used to logi	chools administrative functions, you will need to enter the security code school. Valid codes include principal's codes, coach codes, injury corekeeper codes. e is entered, you will be linked to the school or team staff by the email n in. The email address should be the one provided/used by your school
to manage your accour account will no longer b	If. If the school removes or changes your email address on file, your e linked to the school.
to manage your accour account will no longer b Enter Code	f. If the school removes or changes your email address on file, your e linked to the school.
to manage your accour account will no longer b Enter Code fo gain access to scho ecurity code below:	t. If the school removes or changes your email address on file, your e linked to the school. ol administrative functions, please enter the corresponding

Step 4: You will now have access to additional functions in the Eligibility Center (Upcoming) based on the codes you have entered:

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Eligibility Center accord	ative functions, you will need to enter the socurity code	Eligibility Center (Upcoming)	will be linked to the school or team staff by the email address should be the one provided/used by your school
← MAIN MENU	ides include principal's codes, coach codes, injury des.	← MAIN MENU	emoves or changes your email address on file, your chool.
Enter Access Codes	I will be linked to the school or feam staff by the email	Enter Access Codes	
	emoves or changes your email address on file, your chaol.	School And Team Information	
		School Information	ive functions, please enter the corresponding
		School Staff	
	ive functions, please enter the corresponding	Teams	
		Team Staff	
	<u> </u>	Team Players	
		Forms And Applications	
		Scholar Athlete	

Step 5: Register for the following Banquets:

Scholar Athlete Nominations: <u>https://ciac.fpsports.org/Forms/Banquet.aspx?BanquetID=1</u>

High School Arts Nominations: <u>https://ciac.fpsports.org/Forms/Banquet.aspx?BanquetID=2</u>