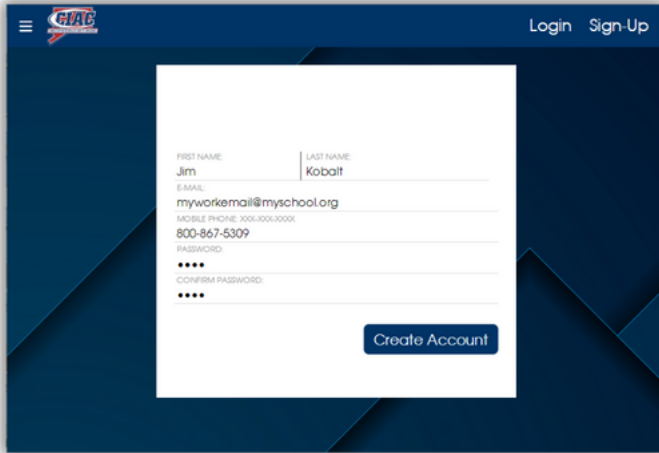# INSTRUCTIONS FOR ACCOUNT CREATION
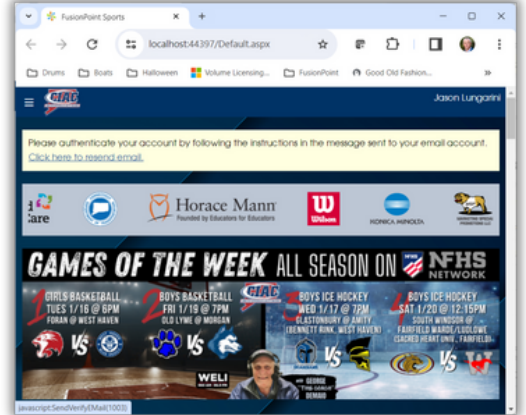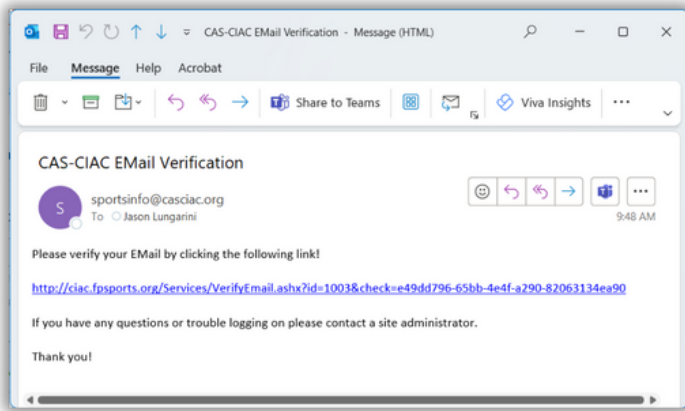# ON NEW CIAC WEBSITE

**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**



**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 https://ciac.fpsports.org/**
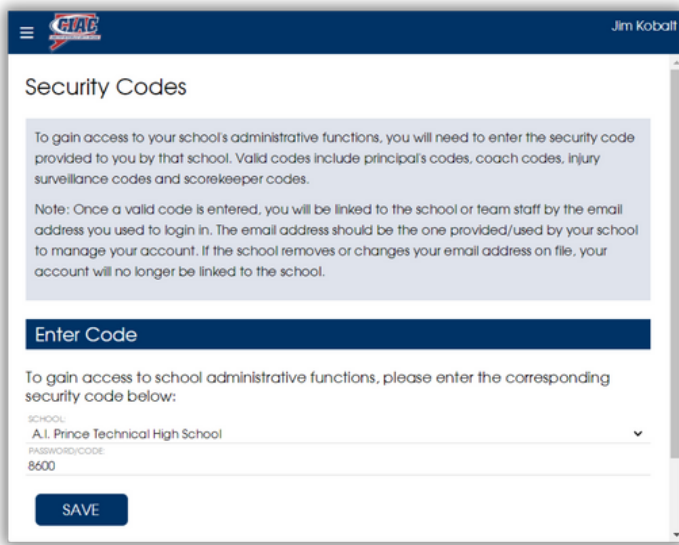


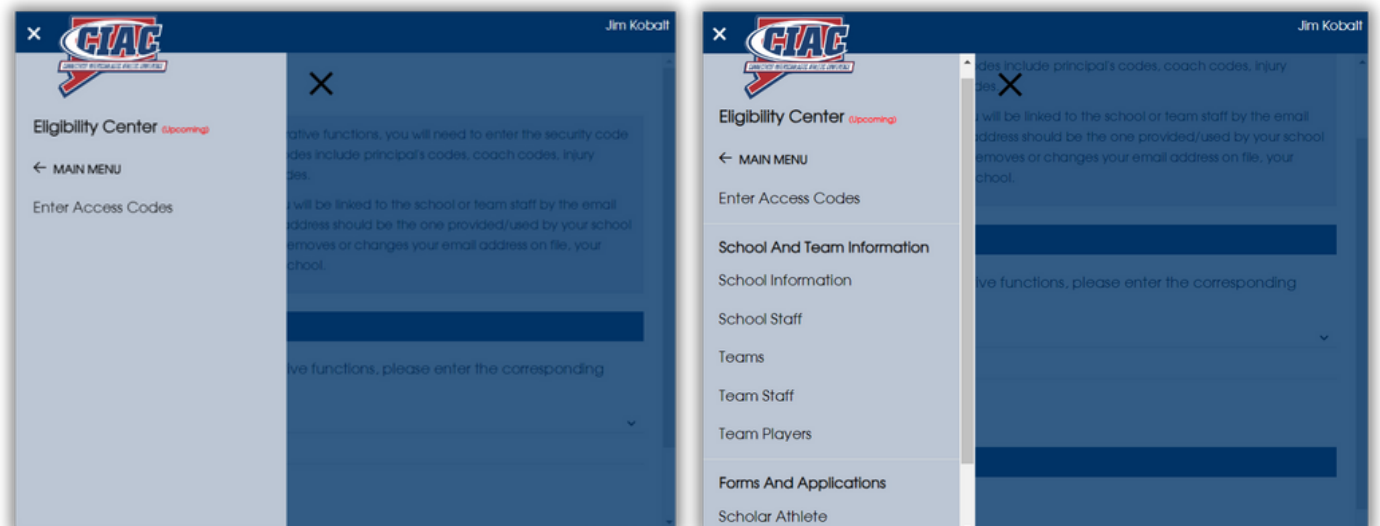**Step 3: Enter your access codes**

**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.*



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



**Step 5: Register for the following Banquets:**

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

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