It's time to get started! Below please find a few best practices to help shepherd students through LouisianaConnect's account activation process.

How Do Students Activate their Accounts?

Students simply need to navigate to www.louisianaconnect.org to activate their accounts in LouisianaConnect. They will be required to validate various elements of personally identifying information, provide an email address and save an account password.

The Basics: Information Your Students Will Need to Activate Their Accounts

Students will need to know a few critical pieces of information in order to complete the account activation process including their 1) "State Identification Number" and, 2) Full Name as it appears in LDOE's records.

- State Identification Number -

- As part of the account activation process, students will be required to enter a "Student ID" to validate their identity. In LouisianaConnect, the Student ID is the student's **STATE IDENTIFICATION NUMBER** which is required by LDOE to process student records into the STS transcript system. In most cases, a student's STATE IDENTIFICATION NUMBER is their social security number.

- For your convenience, LouisianaConnect enables you to view/print a "**Registration List**" to help you direct students to their State Identification Number, as well as each additional piece of information they are required to provide.
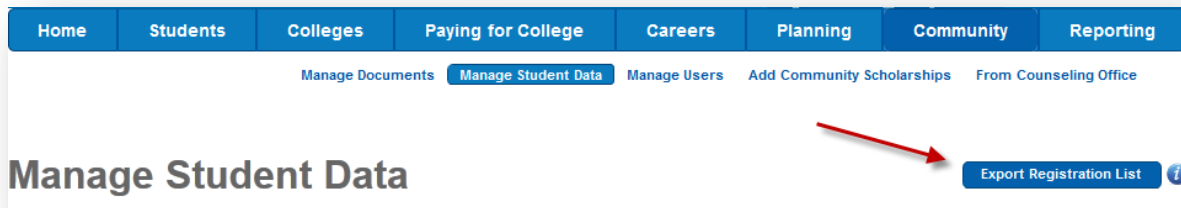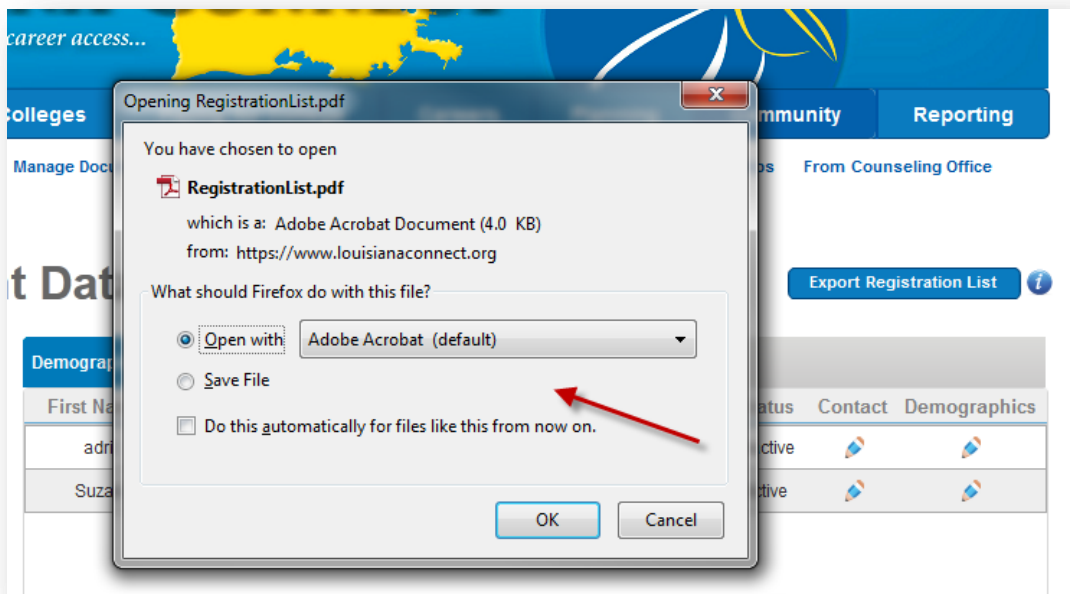
To Find the Registration List:

1. Log into LouisianaConnect and click on the "Community" Tab

2. Click on the "Export Registration List" Tab

3. Open or Save the Registration List as a PDF

- Student's Full Name, Exactly as it Appears in LDOE's Records -

- Students are required to enter their full name, exactly as it appears in LDOE's records, when activating their account. Please remind your students not to use any abbreviations or short-hand versions of their name.

- The "Registration List" (discussed above) will indicate each student's full name as it must be entered.

Ensure All of Your Students Activate their Accounts

- Hold a "Registration Drive" in your School's Computer Lab/Library -

- Schedule time for manageable blocks of students to activate their accounts in LouisianaConnect using your school's computer facilities.

- Print out your "Registration List" and keep it on hand to answer any questions students may have about information that is required as part of the process.

- Share copies of the "Registration Flyer" with students during the registration drive -- it provides step-by-step instructions for activating their accounts (The Registration Flyer can be found on the LouisianaConnect support center document library https://support.connectedu.net/Louisiana/document-library.html)
    - **Even if you do not conduct a registration drive, we recommend that you distribute the Registration Flyer to students and set a deadline for account activation.**

- *****Always test the computers you plan to use on the day of a registration drive before bringing in your first group of students. We recommend taking one student successfully through the registration process before attempting with a larger group**.

- Students Are Required to Provide an Email Address to Activate their Account -

- Please note that LouisianaConnect requires students to use/create an email address to complete the account activation process. This email address will serve as the student's username when they log into the web portal.

- We provide links to best-in-class, no-cost email providers (like Gmail) at the stage which requires users to enter an email address.

Make Sure Your School's Computers Have the Latest Web Browsers Installed

- Please connect with your IT team to ensure that your school's computers have the latest web browser versions installed. **We recommend Mozilla Firefox, which can be downloaded for free at** http://www.mozilla.org/en-US/firefox/new/ .