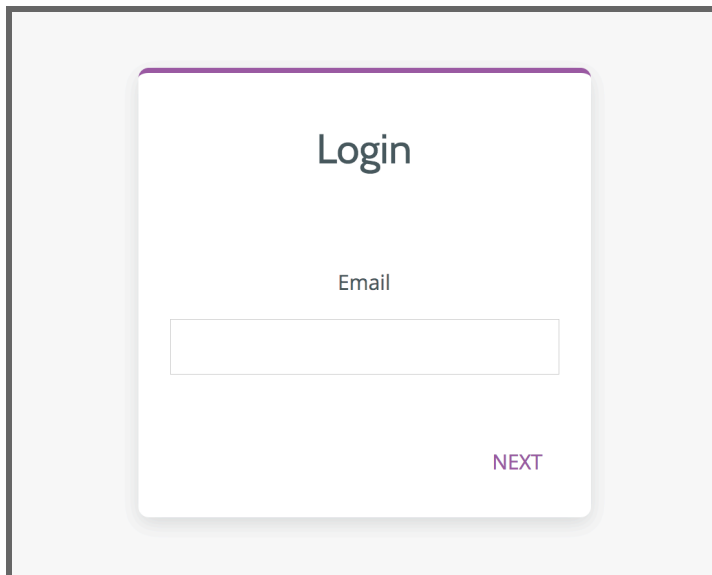


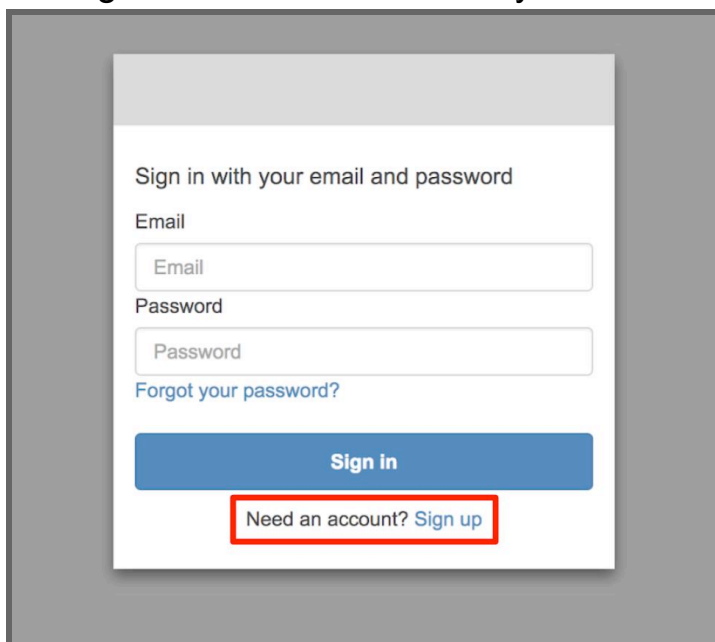
## How to create an account for your district innovation site.

First, navigate to your district event site. You should see the following screen. Enter your **school email address** and click “NEXT”.



The image shows a login screen with a white background and a purple border. At the top, the word "Login" is centered. Below it, the word "Email" is centered above a white input field. At the bottom right, the word "NEXT" is written in purple.

If you are creating an account for the first time, click “Sign up” at the bottom of the login screen. This will take you to a new screen to create a new account.



The image shows a sign-in screen with a white background and a grey border. At the top, the text "Sign in with your email and password" is centered. Below it, the word "Email" is centered above a white input field. Below that, the word "Password" is centered above another white input field. Underneath the password field, the text "Forgot your password?" is centered. At the bottom, there is a blue button with the text "Sign in" in white. Below the button, the text "Need an account? Sign up" is centered, with "Sign up" in blue and underlined. A red box highlights the "Sign up" link.

On the next page, enter your new account information. Then, click “Sign up”.

Sign up with a new account

Email  
email@schooladdress.org

Name  
FirstName  
Family name  
LastName

Password  
\*\*\*\*\*

- ✓ Password must contain a lower case letter
- ✓ Password must contain an upper case letter
- ✓ Password must contain a number
- ✓ Password must contain at least 8 characters

**Sign up**

Already have an account? [Sign in](#)

Make sure to use your school email.

Click "Sign up" once you have entered all required information.

IMPORTANT - At this point you will need to confirm your email address.

We have sent an email to ..... Please check your email, follow the instructions to verify your email address, and then click the button below to continue.

**Continue**

Didn't receive a link? [Resend it](#)

Your verification link Inbox x

**Click here**

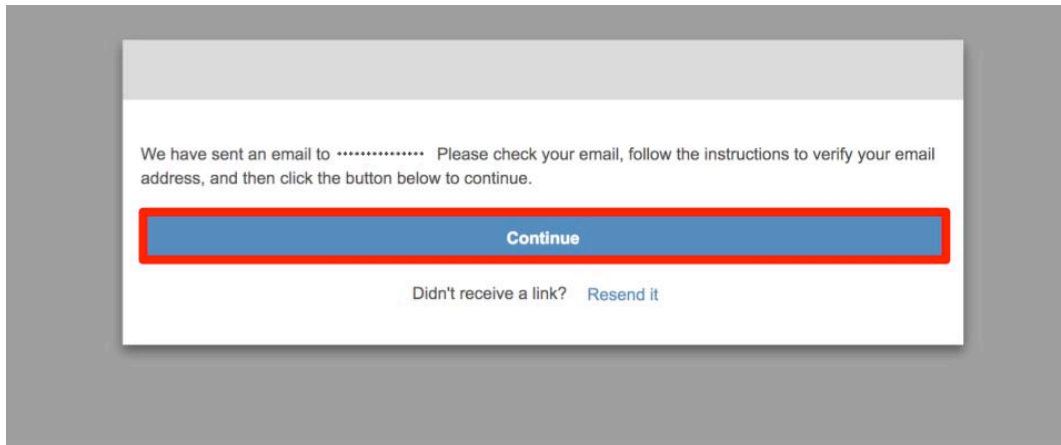
ignite!

info@helloignite.com

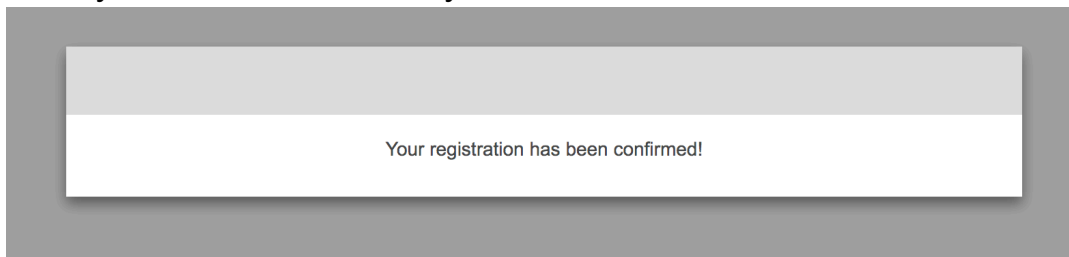
to me

Please click the link below to verify your email address [Verify Email](#)

Once you have confirmed your email, you can click "Continue".

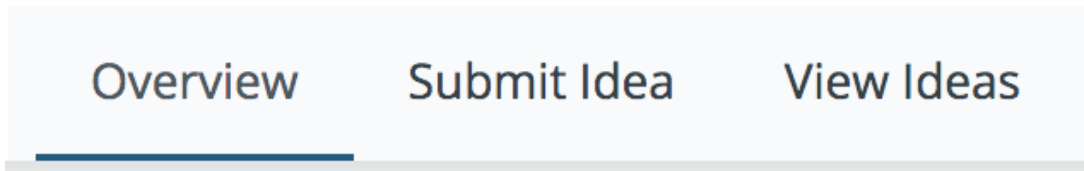


After you click “Continue”, you should see the confirmation message below.



Reload your district’s event site. Note the options in the upper left-hand corner.

During your district’s ideation phase, you will see options to **Submit** and **View** ideas.



During your district’s voting phase, you will see options to **Vote**.

If you need additional assistance, please email [info@innovatek12.org](mailto:info@innovatek12.org).