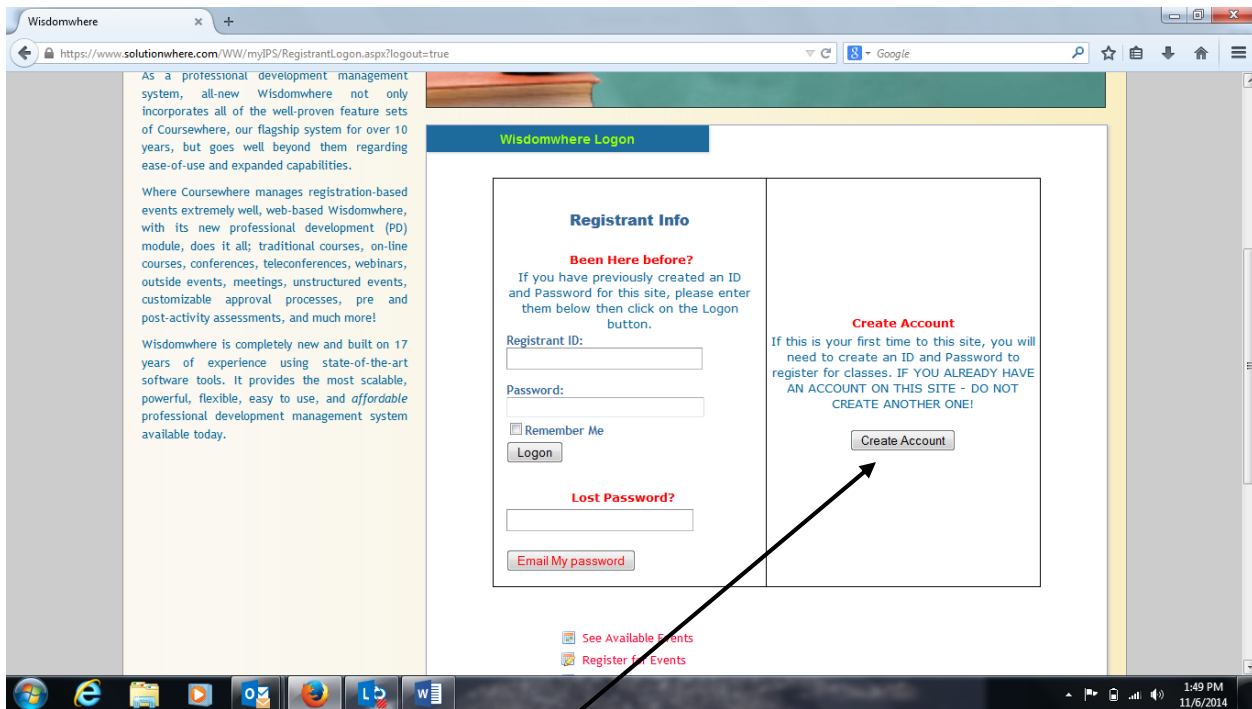


How to Create a Registrant ID



1. Click on "Logon"



2. Click on Create Account.

3. Registrant ID – use your IPS Outlook user name. If you are a new employee and do not have your district information yet, you can choose what you want your registrant ID to be (case sensitive).
4. Password – create your password (case sensitive)
5. Confirm Password – confirm your password by retyping it in
6. First Name – Type in your first name
7. Middle Name – optional
8. Last Name – Type in your last name
9. Primary Email – type in your IPS email (if you do not have your IPS issued email, use your personal email and update your profile once you receive your IPS account).
10. Confirm Primary Email – confirm your primary email by retyping it in
11. Work Phone – optional
12. Home Phone – put in a contact number here
13. Home Address – optional

ProcessRegLogon

Home Phone 2

Home Address

Address2

City Required

State IN Required

Zip 46204 Required

District Please Select

Building Please Select

Position Please Select

SubPosition Please Select

Grade Please Select

Comments

Click SUBMIT to create or update your profile

Submit

Contact Us
Phones: (317) 226-3545
Email: pdhelp@myips.org

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14. City – type in your city
15. State – if you reside in Indiana, leave it as IN. If you are outside of IN, please put your state abbreviation in the box.
16. District – select Indianapolis Public Schools from the drop down menu.
17. Building – select your building/location from the drop down menu.
18. Position – select you position from the drop down menu
19. Sub-Position – once you have chosen a position, options will become available under the sub-position drop down menu.
20. Grade – select your grade if applicable
21. Comments – optional
22. Click on the submit