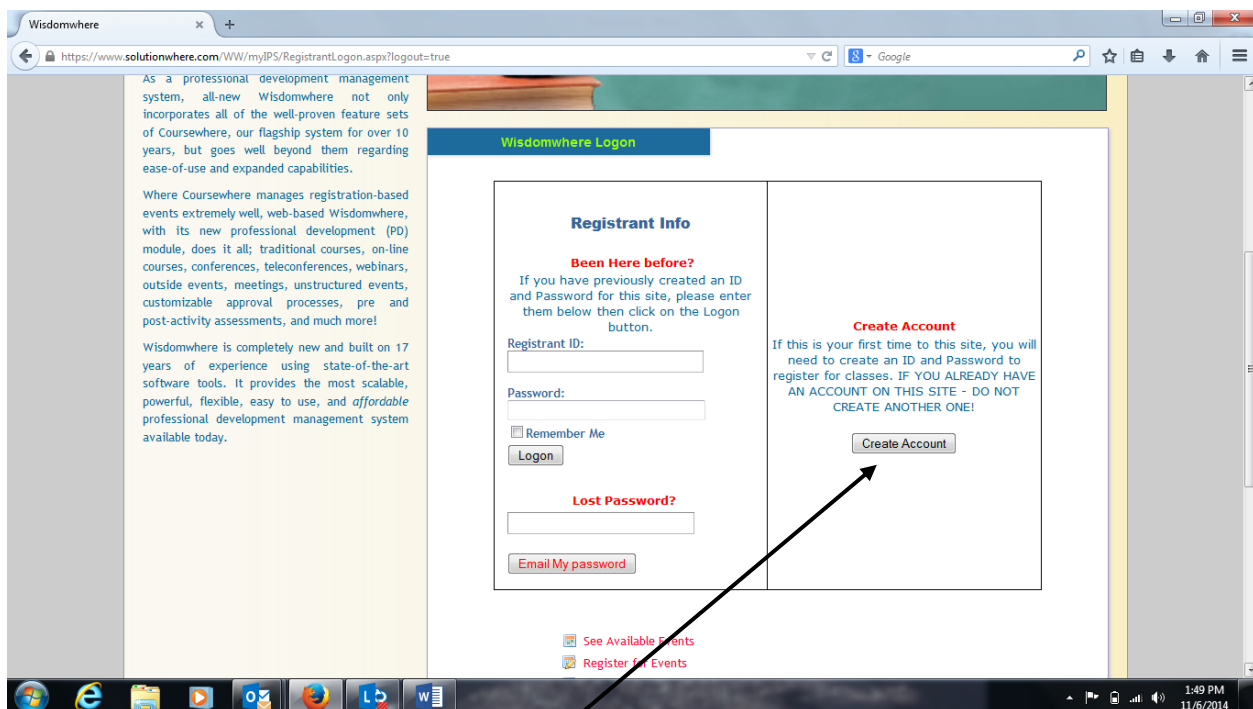


Go to: <https://www.solutionwhere.com/ww/myips/>

How to Create a Registrant ID for Non-IPS Employees



1. Click on "Logon"



2. Click on Create Account.

The screenshot shows a web browser window with the URL <http://www.solutionshere.com/WW/Aspx/Public/Common/ProcessRegLgen.aspx>. The page has two tabs: 'Logon' and 'User Account Creation'. The 'User Account Creation' tab is active, displaying a form titled 'User Account Creation'. The form contains the following fields and labels:

- Registrant ID Required
- Password Required
- Confirm Password Required
- First Name Required
- Middle Name Required
- Last Name Required
- Primary Email Required
- Confirm Primary Email Required
- Work Phone - - Ext. Required
- Home Phone - - Required
- Home Phone 2 - -
- Home Address
- Address2

3. Registrant ID – Create your user name. (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 email address
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@myjps.org

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1:55 PM
11/6/2014

3. City – type in your city
4. State – if you reside in Indiana, leave it as IN. If you are outside of IN, please put your state abbreviation in the box.
5. District – select N/A from the drop down menu.
6. Building – select N/A from the drop down menu.
7. Position – select N/A from the drop down menu.
8. Sub-Position – select N/A from the drop down menu.
9. Grade – select your grade if applicable
10. Comments – optional
11. Click on the submit