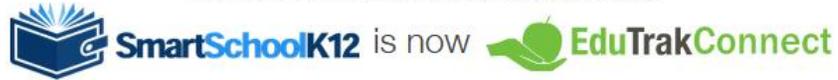


When you arrive to Faith Academy's page, please click the appropriate section as seen below:



Looking for SmartSchoolK12? We've changed our look!



### Welcome back!

Log in to begin managing your account

Username

This is typically your email address.

Password

Trouble logging in? [Login Assistance](#)

[Sign In](#)

Don't have an account yet?

[Click here to begin our setup process](#)

Please fill out the appropriate information as prompted and agree to the Terms of Service. If you wish to view the Terms of Service, you can click the link in blue:



## Account Registration

Enter your basic account details

Registration Progress: Step 1 of 5



Your Email Address

Your email address will be the account name you use to log into our site.

Confirm Your Email Address

Re-enter your email address.

Create A Password

Create a secure password you will remember.

Confirm Your Password

Re-enter your password.

I agree to the [terms of service](#)

Next

Continue filling out the required information as indicated by the star (\*):



## Account Registration

Add additional account information

Registration Progress: Step 2 of 5



Fields marked with a \* are required.

First Name*	<input type="text" value="Example"/>
Last Name*	<input type="text" value="Parent"/>
Primary Phone*	<input type="text" value="(555) 555-5555"/>
Phone Type*	<input checked="" type="radio"/> Mobile Phone <input type="radio"/> Home Phone <input type="radio"/> Work Phone
Address 1*	<input type="text" value="Example Ave"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Example City"/>
Country*	<input type="text" value="United States and Minor Outlying Isl"/>
State*	<input type="text" value="North Carolina"/>
Zip*	<input type="text" value="55555"/>

Next

You will receive a confirmation code via email. You can skip this step if you would like, but your email will need to be confirmed within 30 days or it will be deactivated:



## Account Registration

Confirm your email address

Registration Progress: Step 3 of 5



**We have sent a confirmation code to your email!** Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

**Not seeing any email?** Please try [resending it](#). If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at [techsupport@wordwareinc.com](mailto:techsupport@wordwareinc.com)

Confirmation Code

**Next**

[Skip this step](#)

From here, select “No, I do not have a key”:



## Account Registration

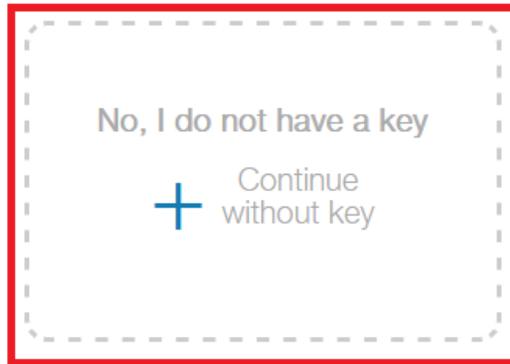
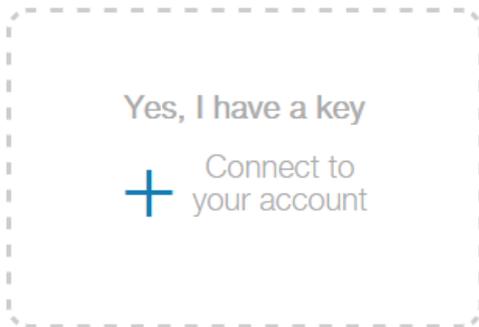
Add a student or family member

Registration Progress: Step 4 of 5



**Yes, I have a key:** If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

**No, I do not have a key:** Take me to more options for finding or creating an account.



[Skip this step](#)

You will arrive to this section, where you will enter one of your Student's ID and DOB and select "Connect Family". This will allow you to proceed to the next step:



## Account Registration

Add a student or family member

Registration Progress: Step 4 of 5



Please complete the form below and click 'Link Family' to link your account.

**Student ID**

**Birth Date**

**Connect Family**

Finish connecting the new family to your account.

**Go Back**

[Skip this step](#)

It is recommended to add a funding source now, but not required. You can skip the step at the bottom of the page if you would like:



## Account Registration

Add your primary funding source

Registration Progress: Step 5 of 5



We highly recommend setting up a funding source now. You will be able to use this funding source on any of the EduTrak Software applications. EduTrak Software does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Please enter credit card information:

**First Name:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zipcode:**

**Card Number**

**Expiration Date**

**Card Code**

SAVE

CANCEL

RESET

[Skip this step](#)

You are now registered! Select either the cart icon or select "Go" for the Checkout Module:



Home People and Places



This will take you to the Checkout Module that has all of your students and fee items. Select “View FACS Items” to view the fees:



## EduTrak Checkout



**Checkout** History Statements

### Faith Academy Charter

Checkout



#### Test Student

Student Account ID: **3293296**  
Student ID: **1000**  
District ID: **3039**  
District: **Faith Academy Charter**



#### Other School Fees

Currently there are no fees assigned to Test Student. There are some facts items that can be viewed by clicking the "View FACS Items" button below. Clicking "Assign" on any of the facts items will assign it to Test Student.

**View FACS Items**

You can select the appropriate items by clicking "Assign" to add them to your student's cart:



## EduTrak Checkout



Checkout

History

Statements

### Faith Academy Charter

Checkout



#### Test Student

Student Account ID: **3293296**  
Student ID: **1000**  
District ID: **3039**  
District: **Faith Academy Charter**



#### Other School Fees

Currently there are no fees assigned to Test Student. There are some facts items that can be viewed by clicking the 'View FACS Items' button below. Clicking 'Assign' on any of the facts items will assign it to Test Student.

Assigned ID	Description	Date Assigned	Amount	
--	8/14 Breakfast -- Cereal or Muffin, Juice and Milk	--	\$2.00	<a href="#">Assign</a>
--	8/14 Monday - Debbie Suggs -- Chicken Sandwich, Mac and cheese and dessert	--	\$5.00	<a href="#">Assign</a>
--	8/15 Breakfast -- Cereal or Muffin, Juice and Milk	--	\$2.00	<a href="#">Assign</a>
--	8/15 Tuesday-Slice of Heaven -- Cheese Pizza and Pudding cup	--	\$3.00	<a href="#">Assign</a>
--	8/16 Breakfast -- Cereal or Muffin, Juice and Milk	--	\$2.00	<a href="#">Assign</a>

Once everything has been added, you can select "Checkout" to continue and pay. If you would like to remove an item from your student, you can select the trash bin icon next to the applicable item. Once you refresh your page, it should return in the bottom section:



## EduTrak Checkout



Checkout

History

Statements

### Faith Academy Charter

Checkout



#### Test Student

Student Account ID: **3293296**  
 Student ID: **1000**  
 District ID: **3039**  
 District: **Faith Academy Charter**



#### Other School Fees

Below is a list of fees assigned to Test Student. There are also facts items that can be viewed by clicking the 'View FACS Items' button below. Clicking 'Assign' on any of the facts items will assign it to Test Student.

Assigned ID	Description	Date Assigned	Amount	
164621	8/14 Breakfast -- Cereal or Muffin, Juice and Milk	08/01/2023	\$2.00	<span>\$2.00</span>
164622	8/14 Monday - Debbie Suggs -- Chicken Sandwich, Mac and cheese and dessert	08/01/2023	\$5.00	<span>\$5.00</span>
164623	8/15 Tuesday-Slice of Heaven -- Cheese Pizza and Pudding cup	08/01/2023	\$3.00	<span>\$3.00</span>
--	8/15 Breakfast -- Cereal or Muffin, Juice and Milk	--	\$2.00	<span>Assign</span>
--	8/16 Breakfast -- Cereal or Muffin, Juice and Milk	--	\$2.00	<span>Assign</span>