

How Do I Register My New Ident-A-Kid CCSS Software?

To watch a step-by-step video please click on "Watch Videos" from the CD menu or go to www.ccssvm.com/video

1) In the CCSS software, go to **Help** and then **Register License**.

2) Enter your school name in, the software will provide you with a Registration ID

3) Go to www.identakid.net/ereg (Note: it does not have to be on the same computer.)

4) Click on **New User**.

5) Enter the Registration ID and the name you entered in the software (you can copy and paste from the software) and click on **Submit**.

6) On the next data entry screen, fill in all the required information (please write down your password) and click on **Submit**.

NOTE: DO NOT USE ANY SPECIAL CHARACTERS

Customer's Info Confirmation

Confirm Your Data

First Name: Vanessa
 Last Name: Baker
 Company: Haymon Morris Middle School
 IDK Rep. Name: Kathy Fields
 Address1: 1008 Haymon Morris Road
 Address2:
 State: GA
 City: Winder
 Zip Code: 30680
 E-mail: vanessa.baker@barrow.k12.ga.us
 Phone: 706-482-0099
 Sign To Newsletter: No

<< Back Finish

7) Verify all your information, if it is correct click **Finish**.

IDK Online Registration: Registration Complete

Your registration was successfully received. Now you are able to login using your email address. Click OK to continue.

OK

8) On the next screen click **OK**, it will take you to the User Console.

IDK Online Registration: User Console

Registration ID	Registration Name	Application	Expiration
<input checked="" type="radio"/> USBA-6C0C-813F-3884-03D0	Southwest Elementary	ISASecurity	

Add Registration ID ... Delete Registration ID ... Manage Licenses ...
 Change Password ... Edit Profile ... Log Out

9) Select your Registration ID and click **Manage Licenses**.

License Manager - Reg. ID: USBA-6C0C-813F-3884-03D0

Get/Renew License Re-Send License Close
 Register Device Unregister Device

10) Click **Get/Renew License**.

No Licenses were found for the current Registration ID.

IDK Online Registration: License Successfully Issued

Your License Code was successfully generated and emailed to you. Click OK to continue.

OK

11) The next screen confirms your License code has been emailed to you. Click **OK** to go back to the User Console.

License Manager - Reg. ID: USBA-6C0C-813F-3884-03D0

License Type	Expiration
<input checked="" type="radio"/> Application	5/20/2014

Get/Renew License Re-Send License Close
 Register Device Unregister Device

12) Your Expiration date will appear and your License will be emailed to your email address.

13) Next go to your email, copy the License Code number, then enter it in the License Code field within the CCSS software (under **Help**, and **Register License**) and select **Finish**.

IDENT-A-KID
SERVICES OF AMERICA

To complete the registration, please provide the following data to Ident-A-Kid:

Registration ID: AAAA-5K00-0039-067W Registration Name: Southwest Elementary

Enter the License Code as provided by Ident-A-Kid.

Group 1: 90808	Group 2: 08080	Group 3: 80808	Group 4: 08573	Group 5: 23434
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Finish Cancel

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