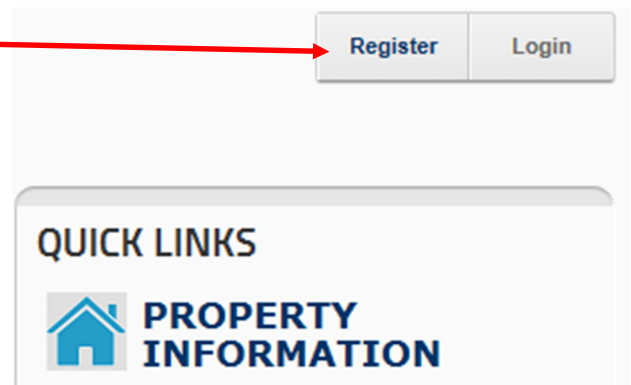


HOW TO REGISTER FOR ONLINE SERVICES

From the Home Page, click **Register**



You will be prompted to enter the following information:

1. **USER NAME:** Choose a user name. This name will appear at the top right corner each time you log in.
2. **PASSWORD:** Enter a password you can remember. Must be a minimum of 8 characters including a combination of alpha, numeric and at least one non-alphanumeric character.
3. **CONFIRM YOUR PASSWORD:** Re-enter the same password.
4. **DISPLAY NAME:** This can be different from your user name.
5. **EMAIL ADDRESS:** Please enter a valid email address. This will be required should you need to reset your password.
6. Confirm your details, then click **Register**.

A screenshot of the registration form. At the top, it says 'District of Kent > Home'. Below that is a blue box with a note: '*Note: Membership to this website is Public. Once your account information has been verified, you will be able to access all services. All fields marked with a red arrow are required. - (Note: - Registration will not be completed until the system responds.)'. The form has several fields: 'User Name', 'Password', 'Confirm Password', 'Display Name', and 'Email Address', each with a red arrow pointing to it. There is also a 'Security Code' field with a green box containing 'SWwvV' and a text prompt 'Enter the code shown above in the box below' with a corresponding input field containing 'SWwvV'. At the bottom are 'Register' and 'Cancel' buttons.

You should now be successfully registered. **Please be patient.** This may take a few minutes. Once registered the following page will appear. Your **Display Name** will appear here.

