**To register for CodeRed, please complete the following steps:**

1. Log in to the Emergency Communication Network site (<http://onsolve.com>)
2. In the upper right hand corner, select “Enroll.”
3. On the next page, make sure the “Yes, I would like to create a managed account” button is selected.
4. Create an account by filling in the username and password boxes. You will have to type in your password twice. Then click “Continue” in the lower right hand corner of the screen.
5. On the next screen, fill in your contact information and identify your address as a residential address.
6. Fill in your address
7. Next, identify the phone number you would like to be reached should this system be used by the district. If you would like a text message sent to the number you provide, please check that box. Also, provide the system with the “mobile provider” if you are registering a cell phone.
8. You can also check “emergency notifications” and “general notification” boxes. This will ensure you receive all correspondence from the district when the CodeRED system is used.
9. If you need to add an additional phone or email address, click on the “add phone” or “add email address” bubbles in the lower right hand side of the screen. If you would like to add another physical location (maybe you have two residences or one parent is at one address and a second parent is at another address), you can then click “add location” to add the second address.
10. Read and check the “Data Privacy” box and “Terms and Conditions” Box. Once you accept both, click on the “Verify Information” button.
11. Then, you will be sent to another screen which has all the information you already provided the system. If the information is correct, click “continue.” If not, click “back” and fix the information.
12. Once you click the “continue button,” you will be directed to another page congratulating you on successful enrollment. You should also receive an email confirmation as well.