



Forest Lake Area Schools

Activity Registration/Payment Information

Users' guide to creating an account for Activity Registration/Payments, also referred to as SMARTschool K12.



Access the Activity Payment system through [ParentVUE](#)



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Cart Login



Here are the steps to follow to create a new account and link it to your children.

1. Access the Activity system through [ParentVUE](#). To create your **Activity Account** you will need your child(ren)'s **Student ID** and **Date of Birth**. Student ID's are stored in ParentVUE. Once logged into ParentVUE click on the **Student Information Tab**, located on the **left hand sidebar**. The Student ID is listed as **Perm ID** in the column next to the students name.

Next from the **left hand sidebar**, Click on the **Activity Registration & Payment Tab** then Click **Activity Reg & Payment** again under your child's picture.

2. Click on the Red Soccer Ball.



3. On the right side of the screen choose

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](#)

4. Fill out the New Account Registration Information.

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New Account Registration
Enter your basic account details

Registration Progress: Step 1 of 3

STEP 1

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

Confirm Your Email Address
Confirm Email Address
Re-enter your email address.

Create A Password
Password
Create a secure password you will remember.

Confirm Your Password
Confirm Password
Re-enter your password.

[Register](#)
Check your email account after registering for the account validation link.

New User Account Registration
Complete your billing address information

Registration Progress: Step 2 of 3

STEP 2

Fields marked with a * are required.

First Name*

Last Name*

Primary Phone*

Phone Type*
☒ Mobile Phone
☐ Home Phone
☐ Work Phone

Address 1*

Address 2

City*

State*

Zip*

[Submit](#)

Store your email account and password in your records.

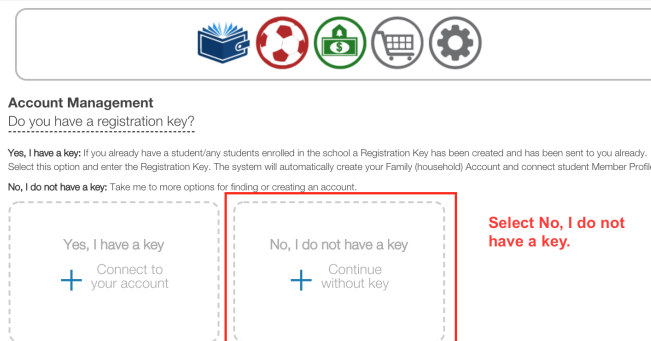
You will need this information to confirm your account at the end of the registration process.

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5. Add a Student to your User Account.



6. Select **NO I do not have a Key.**



7. Link your Student to your user account. The Student ID# can be found in ParentVUE (see step 1).

Family Account

Link an account by student ID and birth date

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

Fields marked with a * are required.

Student ID* Enter your Students ID# and Birthdate. The system will then add this student to your user account

Birth Date*

Link Family



8. You can **Click on the Red Soccer Ball** to begin registering for activities.

9. You must check your email to confirm your account or it will expire in 30 days.



Your email has not been confirmed! Your account will expire on 08/06/2020 at 7:13 PM!
[Resend activation information](#)

If you are having trouble creating your account, call 1-800-934-2621. For any other question, please see school contact information below.

Forest Lake Area High School

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Amber Bombard Wiener - Administrative Assistant - abombardwiener@flaschools.org • (651) 982-8598

Forest Lake Area Middle School

Lisa Kundel, Student Services Office - lkundel@flaschools.org • (651) 982-3003

June-August contact, Kristi Guttormson, Administrative Assistant - kguttormson@flaschools.org • (651) 982-3100