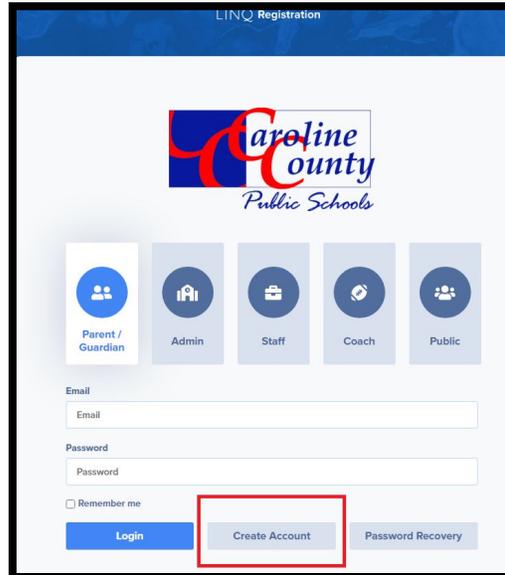


## Creating an account

To create a new account, click on the “Create A New Account” button. You will be directed to a form for your account information.



LINQ Registration

Caroline County Public Schools

Parent / Guardian Admin Staff Coach Public

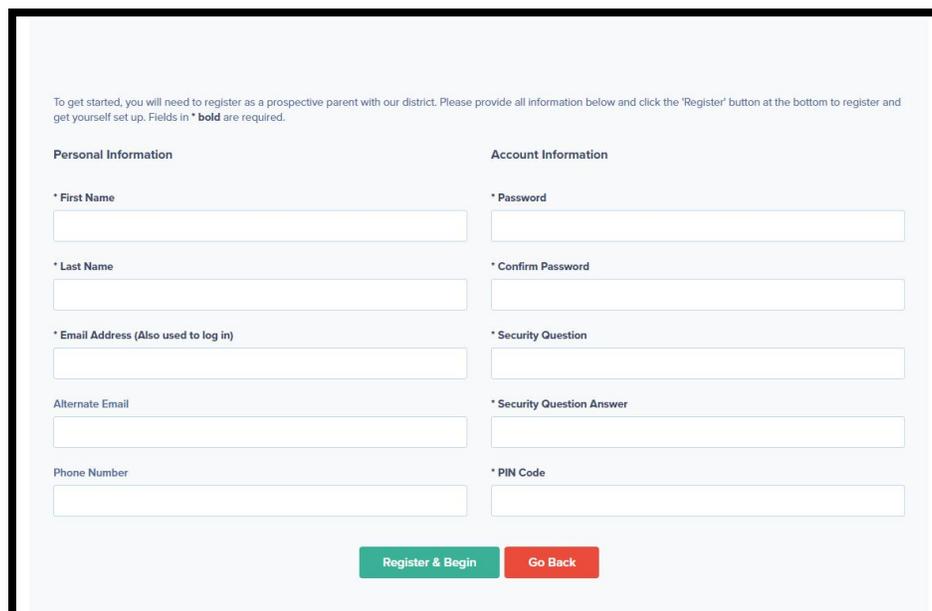
Email  
Email

Password  
Password

Remember me

Login Create Account Password Recovery

We recommend completing all fields; however, just fields in **bold** are required. Provide an email address you use regularly. We recommend using your email address as your parent Login ID; however, it may be anything of your choosing. The Pin Code field is where you create a 4-digit PIN code – this is crucial, should you need to verify your account when calling in for support. Once you have completed all of the required fields, click “Register & Begin.” you will receive an email notification confirming you have successfully created an account.



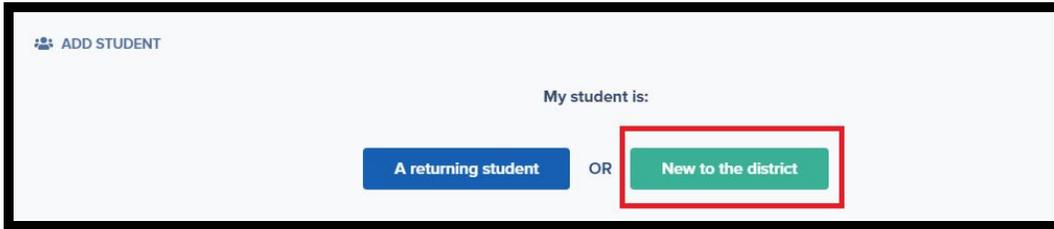
To get started, you will need to register as a prospective parent with our district. Please provide all information below and click the 'Register' button at the bottom to register and get yourself set up. Fields in \* **bold** are required.

Personal Information	Account Information
* <b>First Name</b>	* <b>Password</b>
* <b>Last Name</b>	* <b>Confirm Password</b>
* <b>Email Address (Also used to log in)</b>	* <b>Security Question</b>
Alternate Email	* <b>Security Question Answer</b>
Phone Number	* <b>PIN Code</b>

Register & Begin Go Back

## Adding a new student

To start the process from the dashboard homepage click on “Add Student.”



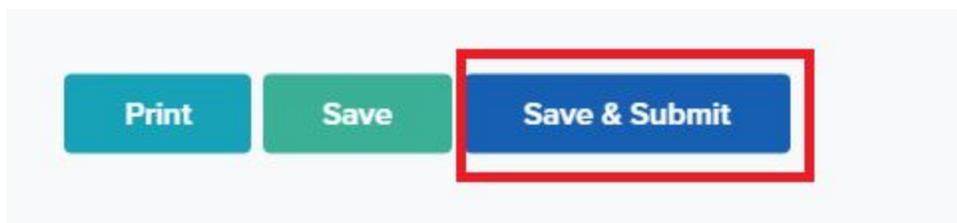
A screenshot of the 'ADD STUDENT' interface. At the top left, there is a header 'ADD STUDENT' with a person icon. Below it, the text 'My student is:' is centered. Underneath, there are two buttons: 'A returning student' in blue and 'New to the district' in green. The 'New to the district' button is highlighted with a red rectangular border.

Select new to the district. You will type in your child’s name, date of birth, and enrolling grade. Select begin new enrollment to begin the registration process.



A screenshot of the 'Enroll a New Student' form. The header 'ADD STUDENT' is at the top left. Below it, the title 'Enroll a New Student' is displayed. A paragraph of text explains the enrollment process. The form contains several input fields: 'First Name', 'Last Name', and 'Date of Birth', each with a corresponding text box. Below these is a dropdown menu for 'Enrolling Grade' with 'PK4' selected. At the bottom right, there is a green button labeled 'Begin New Enrollment', which is highlighted with a red rectangular border.

Please complete as many of the fields in the form as possible and click save and submit. If the form is missing required information, you will receive a notification and will need to add or correct the information highlighted by blue boxes before you can submit.



A screenshot of three buttons: 'Print' in teal, 'Save' in green, and 'Save & Submit' in blue. The 'Save & Submit' button is highlighted with a red rectangular border.