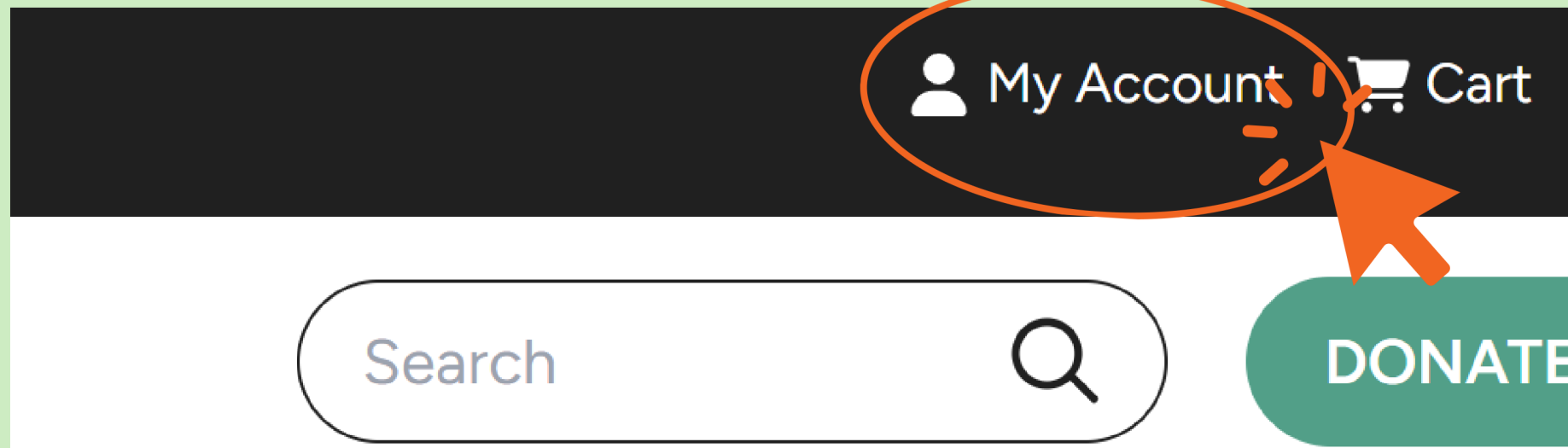


# **Registering, Logging in, and Navigating Your Account**

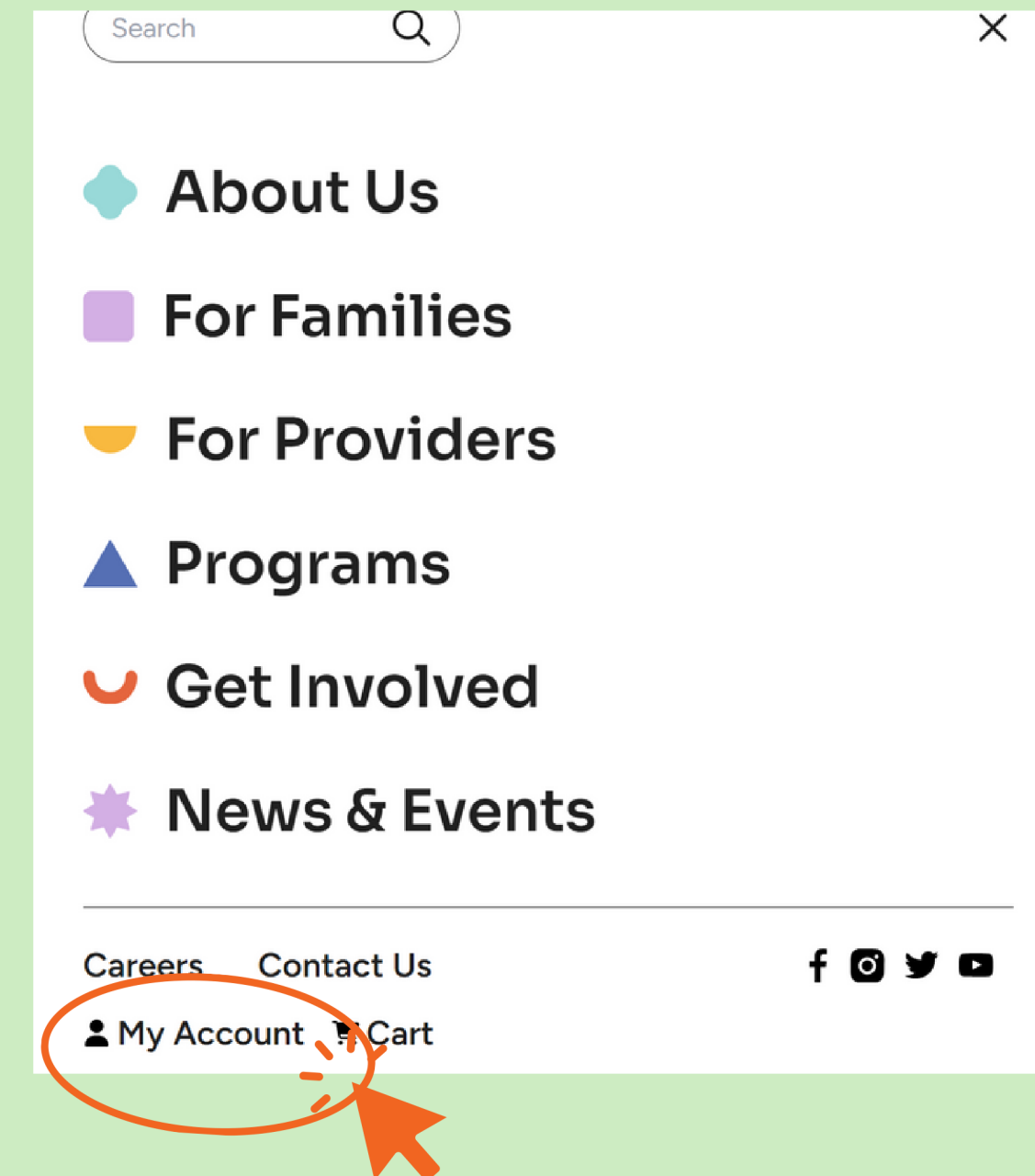
## Part One: Where to find the Login/Registration portal

There are three different ways to access the login portal:

1. Enter [www.brightspark.org/login](http://www.brightspark.org/login).
2. Click the person icon on the top right of the screen.



3. Or finally, open the left menu on the side of the website and click "login" on the bottom. (You can also access your cart from this page.)





Username or Email Address

Password

Remember Me

Log In

[Register](#) | [Lost your password?](#)

[← Go to BrightSpark](#)

[Privacy Policy](#)

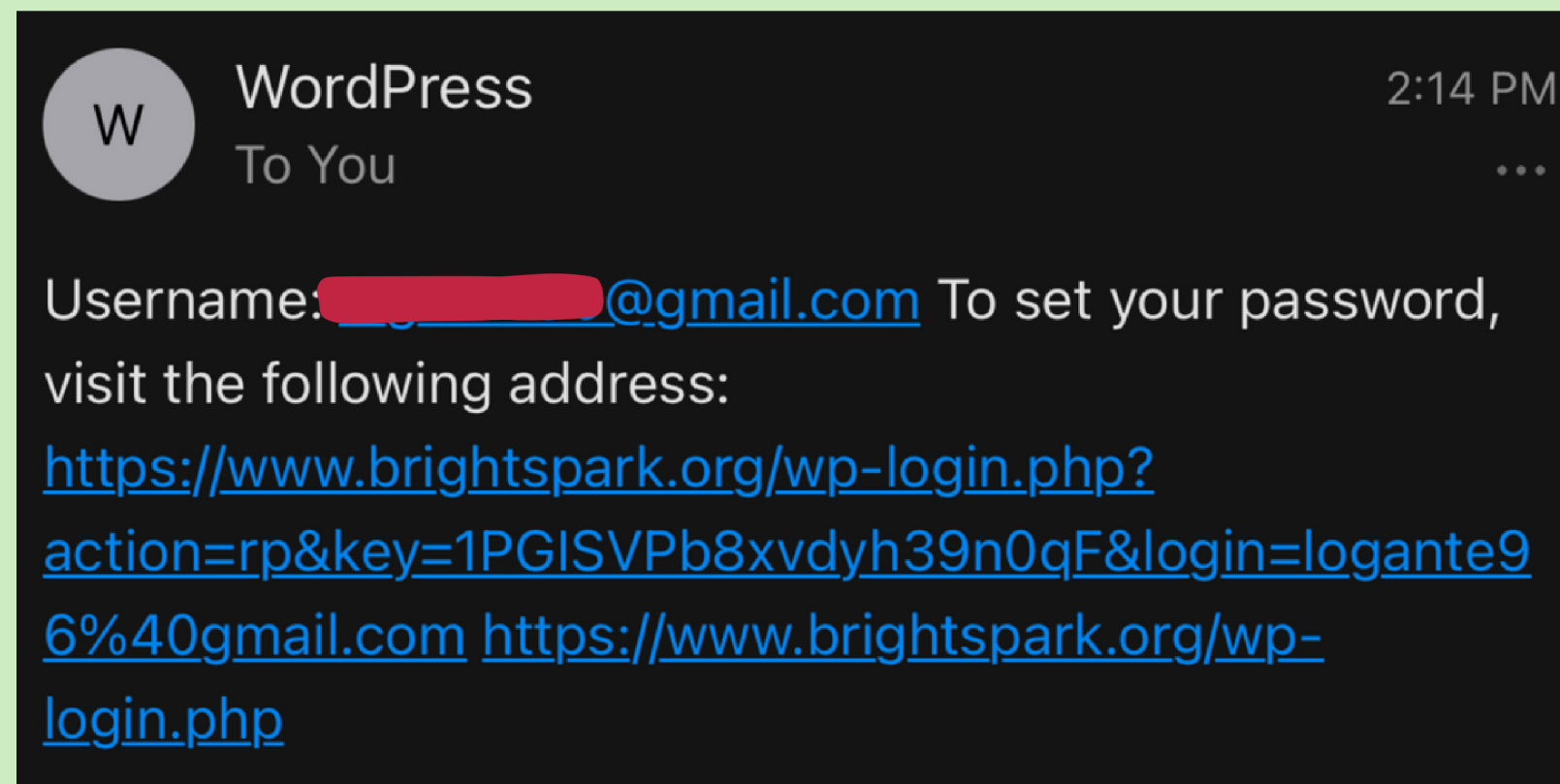
No matter which way you access the login portal, the screen will always look like this.

IF YOU ARE CREATING A NEW ACCOUNT, click register. (The registration process will be explained on the next slide.)

IF YOU ALREADY HAVE AN ACCOUNT, you can login with your STARS ID or email address, and use your last name as your password (or set a new one using the instructions on slide #5).

When you go to register for an account, you will be prompted to fill out the form to the right. Please fill out each field as completely and accurately as possible.

After clicking "Register," a confirmation email will be sent to you from "WordPress" and will have a link to set your password. Your password can be your last name, or anything else you can easily remember.

A screenshot of a registration form titled 'Register For This Site' for 'brightspark early learning services'. The form includes the following fields: 'Stars ID' (pre-filled with 'schondelmayer@childcare.org'), 'Email', 'First Name', 'Last Name', 'Country / Region' (pre-filled with 'United States (US)'), 'Street address' (pre-filled with 'House number and street name'), 'Apartment, suite, unit, etc. (optional)', 'Town / City', 'State' (pre-filled with 'Washington'), 'ZIP Code', 'Phone', 'Associated Program', and 'Preferred Instruction'. A 'Register' button is located at the bottom right. A note at the bottom states: 'Registration confirmation will be emailed to you.'

If you forget your password, click "forgot password."

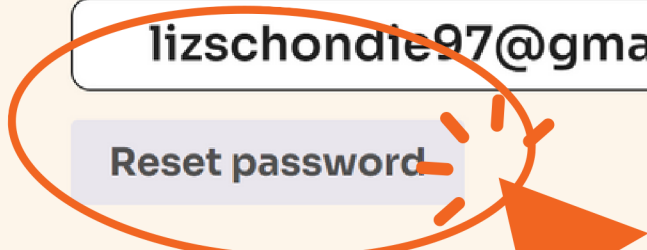
You will be prompted to enter either your username and/or password.

# My account

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Reset password



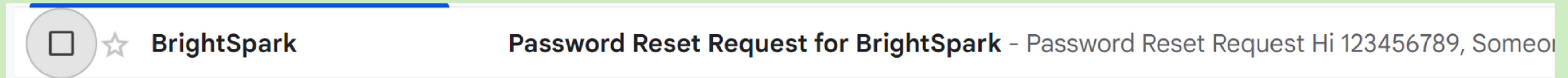
You will be directed to this page:

# My account

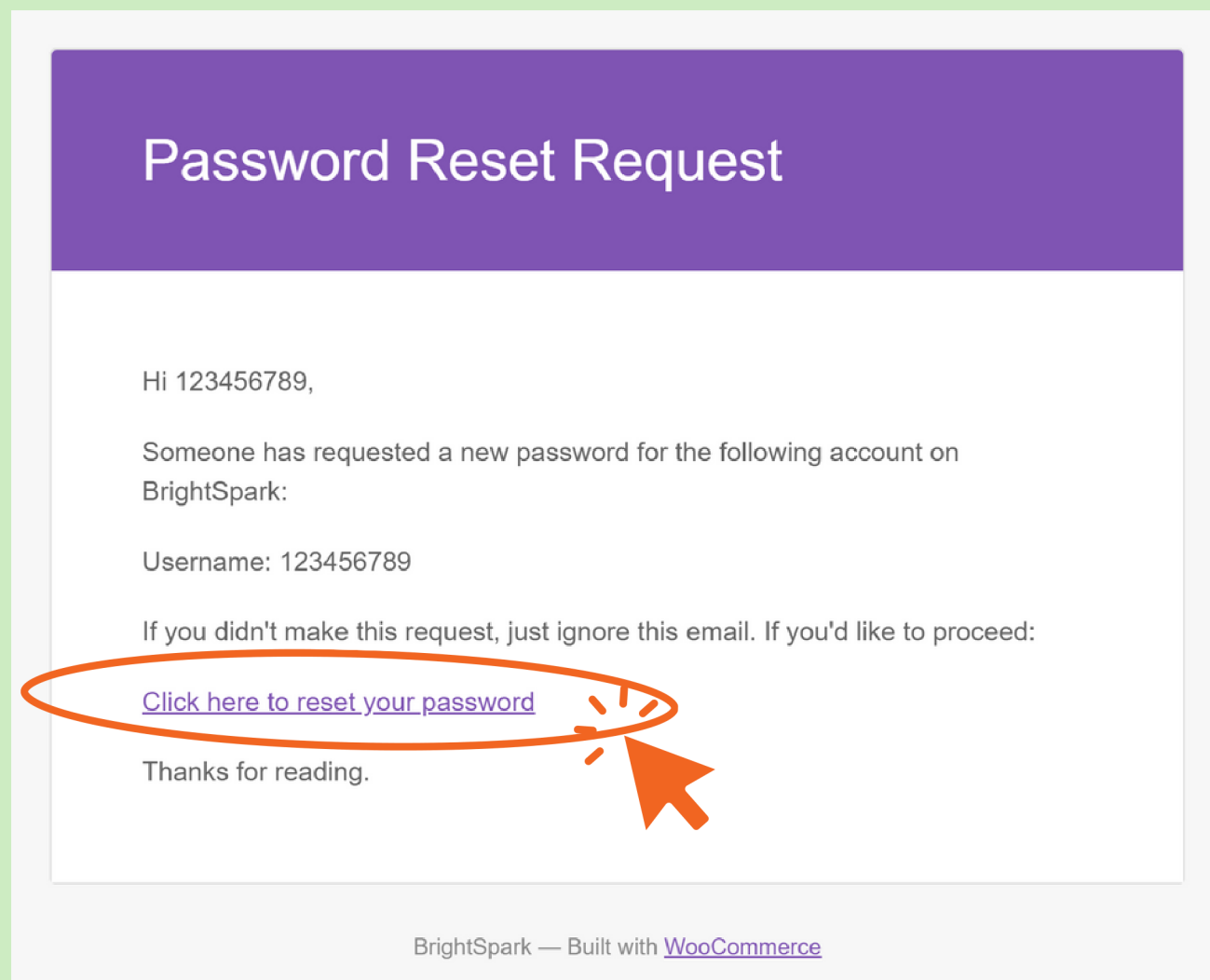
✓ Password reset email has been sent.

A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

You'll receive an email in your inbox from sender "BrightSpark" with the subject line, "Password Reset Request for BrightSpark."



When you open the email, it will look like this:



Click the link, and you will be prompted to enter a new password.

Once you reset your password, you will be prompted to log in again. Login using your new password.



# My account

Dashboard

Orders

Downloads

Address

Payment methods

Account details

My Courses

Log out

Hello Liz Schondelmayer (not Liz Schondelmayer? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [billing address](#), and [edit your password and account details](#).

Once you login, you will be redirected to this page. Here, you can update your personal information, payment methods, see past courses, and more.