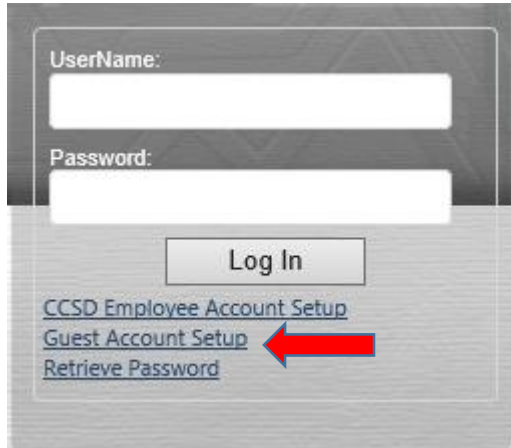


Registering as a Guest on the CCSD Portal

1. Using a browser, navigate to: <http://portal.cobbk12.org>
2. Hover your mouse over the “Portal Login” menu item. A login area will appear.
3. Select the “Guest Account Setup” link in the login area to register as a guest.

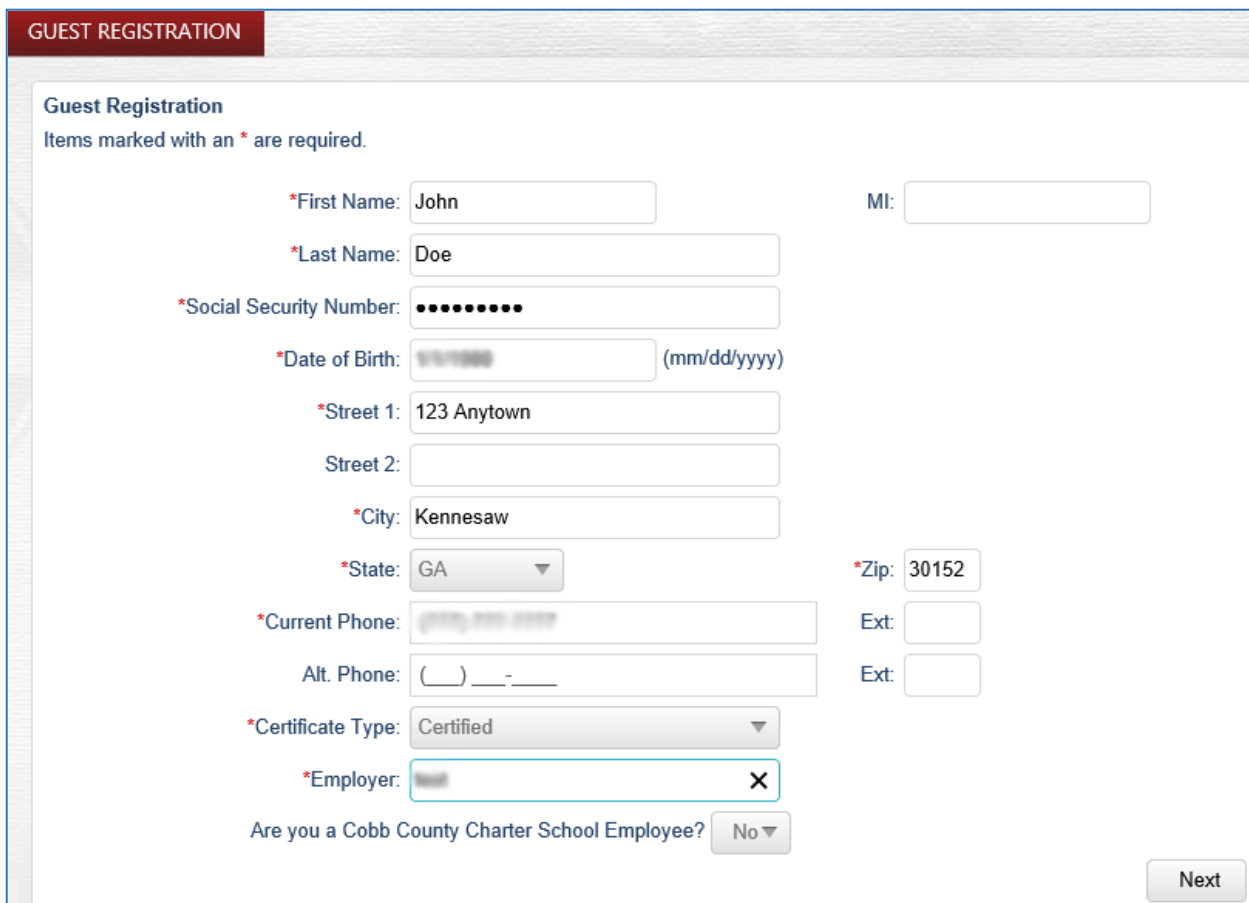


UserName:

Password:

[CCSD Employee Account Setup](#)
[Guest Account Setup](#) ←
[Retrieve Password](#)

4. Fill in the required information and press “Next”



GUEST REGISTRATION

Guest Registration
Items marked with an * are required.

*First Name: MI:

*Last Name:

*Social Security Number:

*Date of Birth: (mm/dd/yyyy)

*Street 1:

Street 2:

*City:

*State: *Zip:

*Current Phone: Ext:

Alt. Phone: Ext:

*Certificate Type:

*Employer: X

Are you a Cobb County Charter School Employee?

5. Write down the “User Name” generated on this page. This will be your login to get into the CCSD Portal as a guest. Enter your password, email, and answer your security questions. Once complete, press “Create User”

GUEST REGISTRATION

Sign Up for Your New Account
Please take note of the User Name on this page. This will be your user name to login to the system with. All Fields on this page are required. The password must be a minimum length of 8 and contain at least one numeric character.

*User Name: ← Remember your User Name and Password

*Password:

*Confirm Password:

*E-mail:

*Security Question:

*Security Answer:

*Second Security Question:

*Second Security Answer:

6. You will receive the following message when you have completed your Guest Account Registration. Press the “Continue” button.

GUEST REGISTRATION

Complete
Your account has been successfully created.

7. On the main portal page, hover over the “Portal Login” menu item. Now enter in the Username given to you and the password you chose. Press “Log In”, to get into the portal

UserName:

Password:

[CCSD Employee Account Setup](#)
[Guest Account Setup](#)
[Retrieve Password](#)