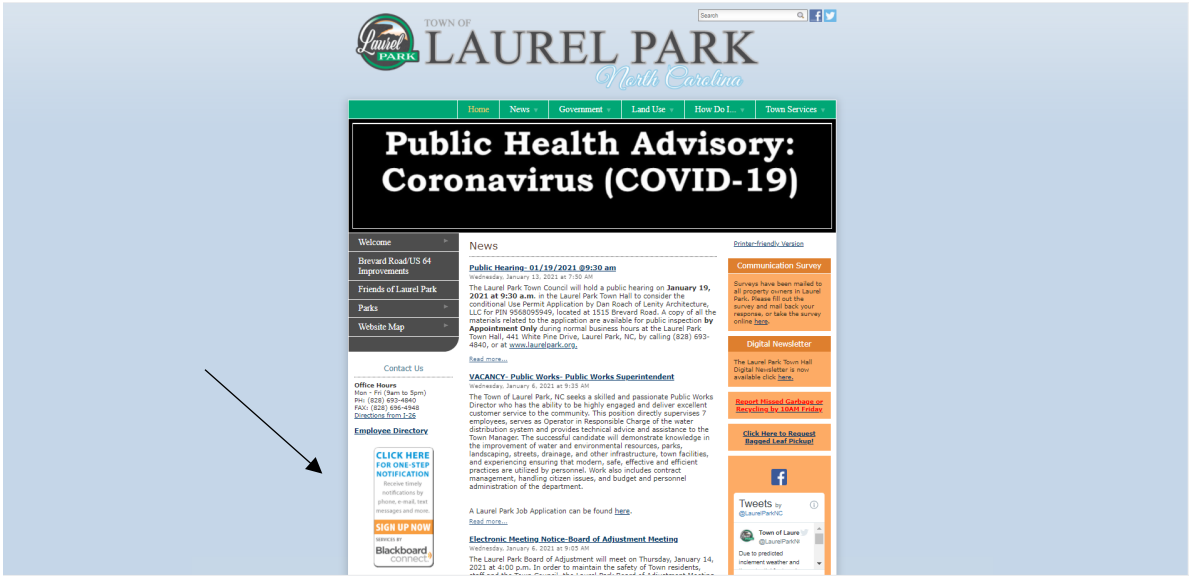
1. Go to www.laurelpark.org. On the right side of the page, click the icon under “Employee Directory”

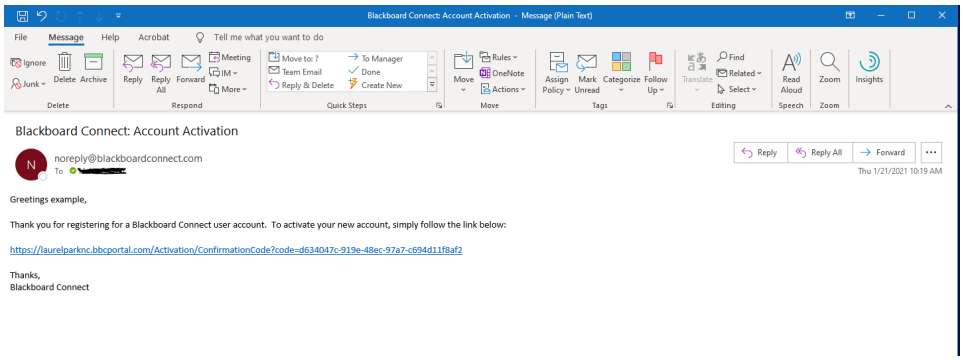


2. When signing up for the first time, click “Sign Me Up!”

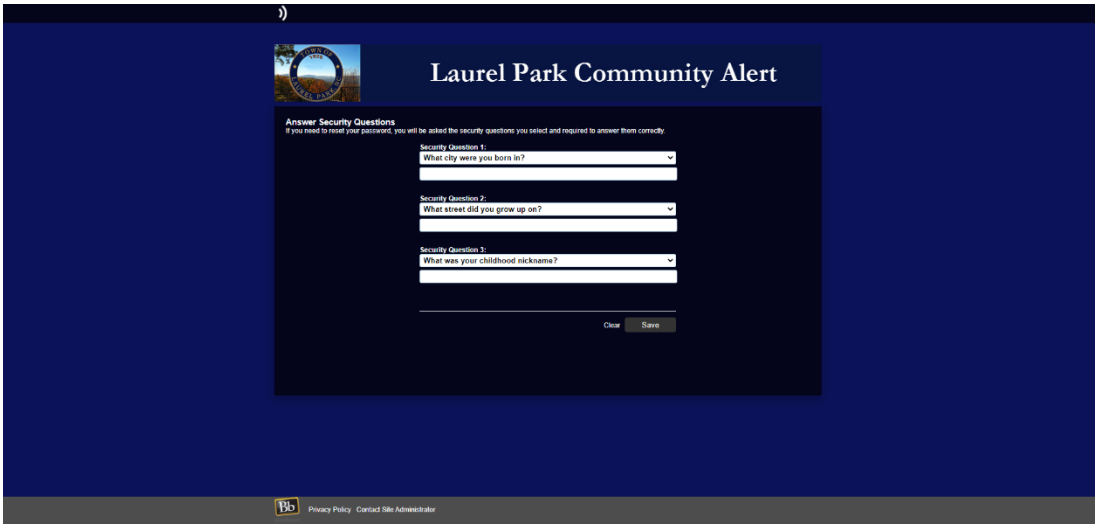
3. Enter your first and last name, email, and create a password.

4. Once you entered your information, you will see this screen. Check your email with the account entered in step 3.

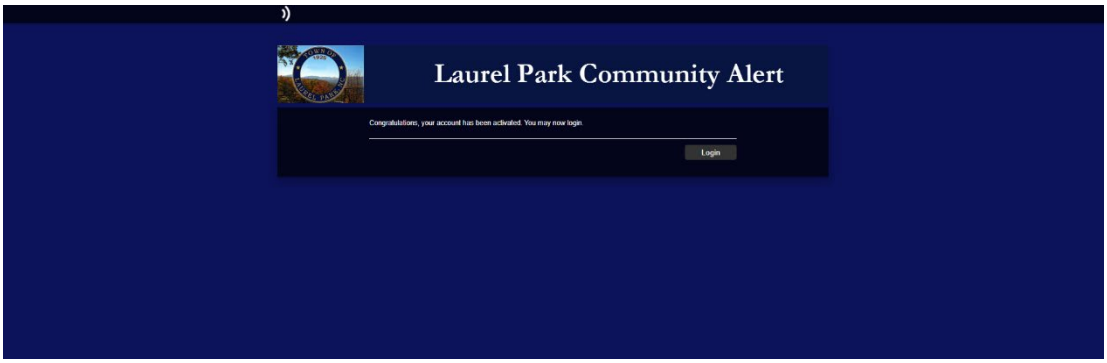
5. Click the link in the email.



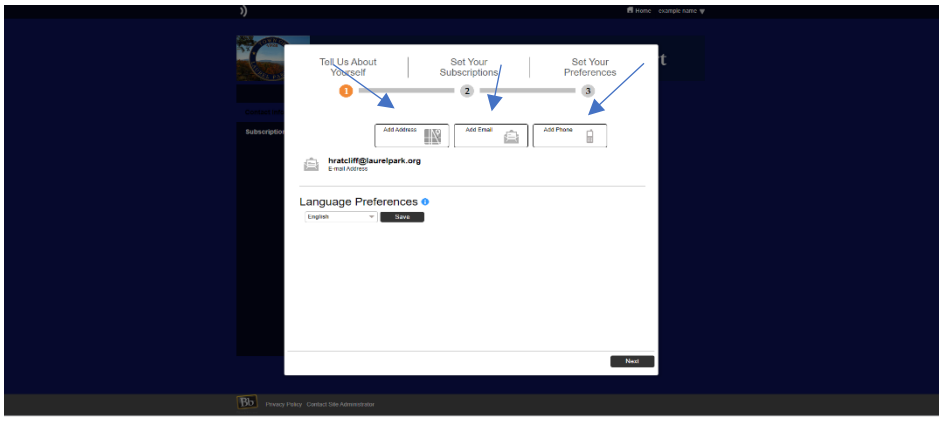
6. Answer the three security questions and click save.



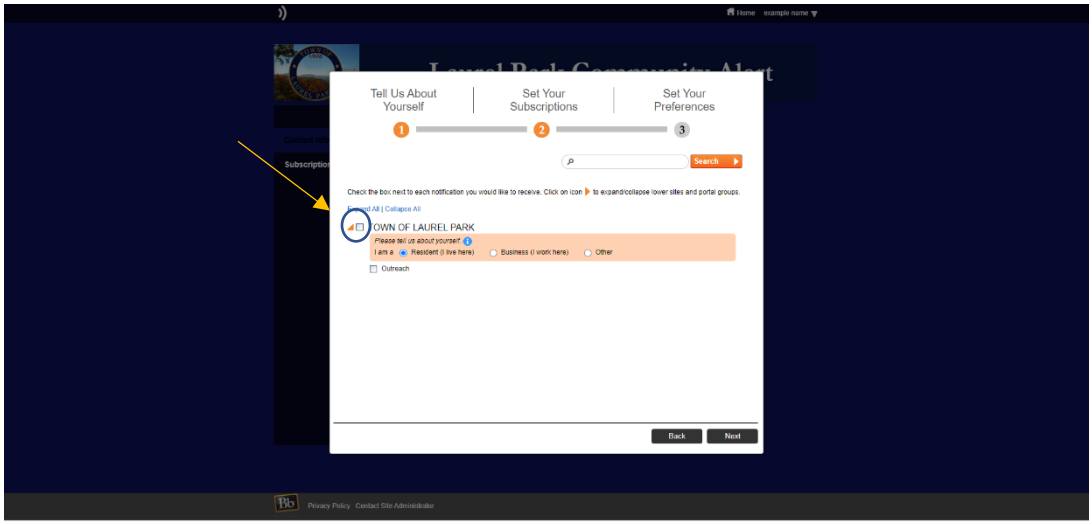
7. Once your account is set up, click the login button to finish setting up your account.



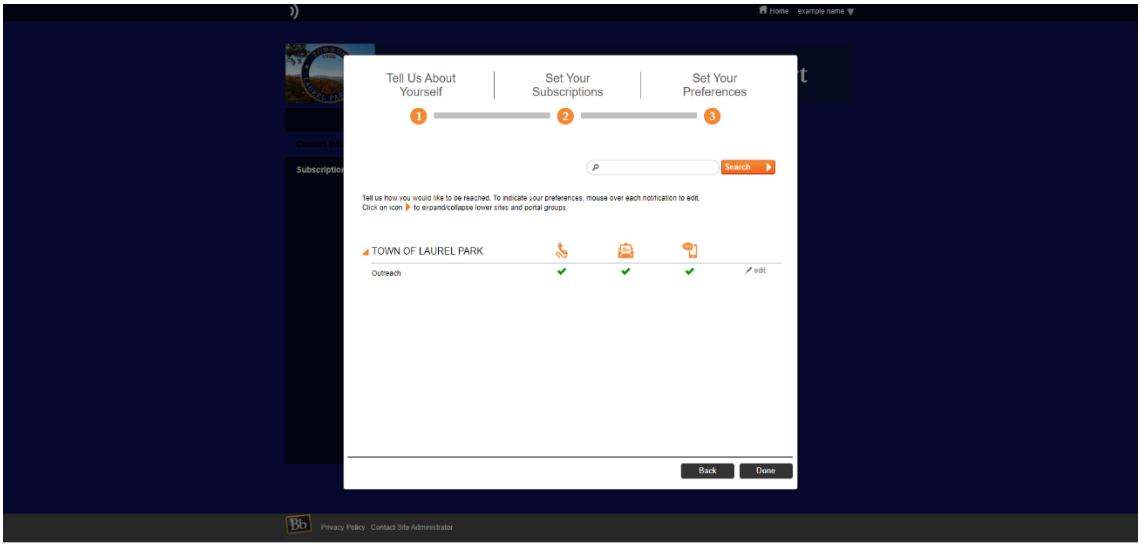
8. Add your address, email, and phone number by clicking the boxes. Once you have entered all your information, click next.



9. Make sure the box next to “TOWN OF LAUREL PARK” is selected. Click “Next”



10. Ensure all of your preferred methods of communication are checked.



- **Once you have entered your information, you will not need to check BlackBoard Connect for any updates. All messages and information will be sent to your phone or e-mail!**