Instructions for Sneak Peek Online Registration

How to Register

- 1. Visit the district website at <u>www.piscatawayschools.org</u>. Select "*Community Pass*" under Quick Links on the right side of the page.
- 2. IMPORTANT: <u>Please do not create a new account</u>. In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as iPad Insurance, Piscataway Summer Camp, or Subscription Busing. If you do not remember your user name and password, call the Community Education Office at 732-572-2289 ext. 2-2520 for assistance and you will be provided with your account information.
- 3. In the "Select Activity" dropdown select: "Sneak Peek" and click "Register Now"
- 4. Verify your account information and press "Continue"
- 5. Verify your email address (or add others) and press "Continue"
- 6. Please select the session your child is interested in for the Sneak Peek program and press "Continue"
- 7. Complete all required information on the next page, including the photo release and medical authorizations. Click "Continue" to complete your transaction, which will confirm your child's registration.
- 8. Press "Continue" on the bottom of the page and then click "Finish" to finalize the registration.
- **9.** Be sure to "log out" at the top right corner of the screen when you have completed your child(ren)'s enrollment.

If you require assistance during the registration process, you may call the Office of Community Education at 732-572-2289 ext. 2-2520 or the Office of Curriculum Instruction at 732-572-2289 ext. 2-2515 between the hours of 8 a.m. – 4 p.m. Monday – Friday. You may also e-mail your questions to <u>piscatawaycommunityeducation@pway.org</u>.