

Instructions for iPad Insurance Online Registration

Registration for the 2016-17 school year iPad Insurance
will be accepted July 1st through August 31, 2016.

How to Register – Incoming 6th Graders

1. Visit the district website at www.piscatawayschools.org. Select “*Community Pass Online Registration*” under **Site Shortcuts** on the right side of the page.
2. **Existing Community Pass Users:**
IMPORTANT: Please do not create a new account. 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 Piscataway Summer Camp or Subscription Busing. If you do not remember your user name and password, call 732-572-2289 x2534 for assistance and you will be provided with your account information.
3. **New Community Pass Users:**
Select [Create Your Account Now!](#) Create your user name and a password, which can be any combination of letters and numbers. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered. Click “Continue.”
4. In the “Browse Activity” dropdown:
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5. Verify the user account information. Click “Continue.”
6. Choose the child(ren) to be registered **Insurance is per student, select all middle school students to be registered.**
7. A registration fee in the amount of \$45, is due when you register. Select your method of payment, and click “Continue.” Check the billing information and enter the credit card number, if applicable. Click “Complete Transaction.”
8. Click “Finish” to complete your transaction, which will generate a confirmation to your e-mail address. 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 Business Office at 732-572-2289 x2534 between the hours of 8 a.m. – 4 p.m. Monday – Thursday.