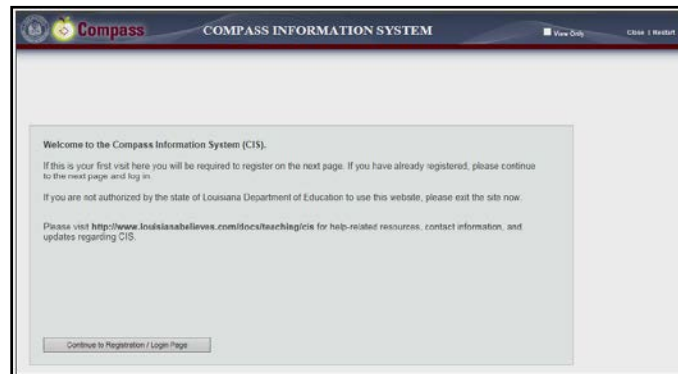


### Accessing the CIS site

1. Access the CIS site at <https://leads13.doe.louisiana.gov/hcs>.
2. The welcome page will display any important notices in red.
3. Select Continue to Registration/Login Page.
4. For those who previously registered an account for CVR, enter the Personal Login Code and Password; the CIS login information is the same
5. Returning users enter the Personal Login Code and Password
6. New CIS users will need to register.



### New Account Registration

1. Select Register from the login screen.

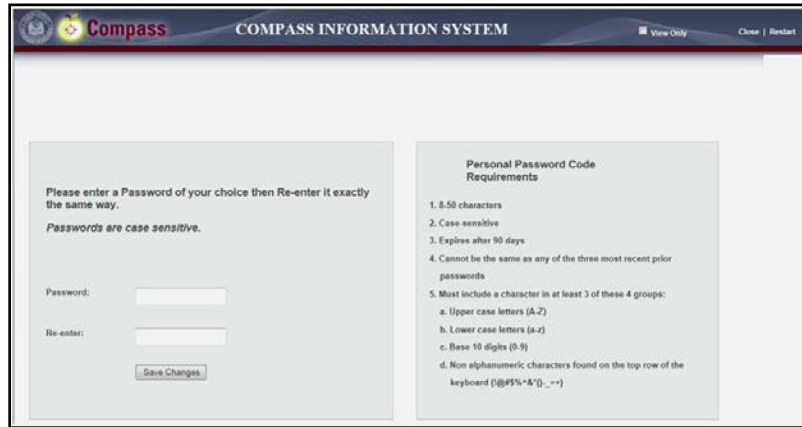
2. Select a district from the Your School District drop-down menu.
3. Enter personal information to find your profile; there are two options  
Register using the last four digits of SSN, first name, and last name (returning users)  
Register using full SSN and first name (first-time users).
4. Select Submit to proceed with registration.

The screenshot shows the 'COMPASS INFORMATION SYSTEM' registration page. At the top, there is a header with the 'Compass' logo and the text 'COMPASS INFORMATION SYSTEM'. On the right side of the header, there are links for 'View Only', 'Close', and 'Restart'. The main content area contains the following text: 'Please select your School District and choose EITHER section 1 or section 2. ... Then enter your Social Security Number and Name as indicated, and click 'Submit'.' Below this text is a form with a 'Your School District:' label and a dropdown menu showing 'Select one'. There are two sections for registration: 'SECTION 1' and 'SECTION 2'. Section 1 is for returning users and includes fields for 'Social Security Number: (LAST 4 SSN Digits only)', 'First Name:', and 'Last Name:'. Section 2 is for first-time users and includes fields for 'Social Security Number: (ALL 9 SSN Digits)' and 'First Name:'. A 'Submit' button is located at the bottom of the form.

5. Create a Personal Login Code and enter it twice.
6. Select Save Changes to proceed with registration.

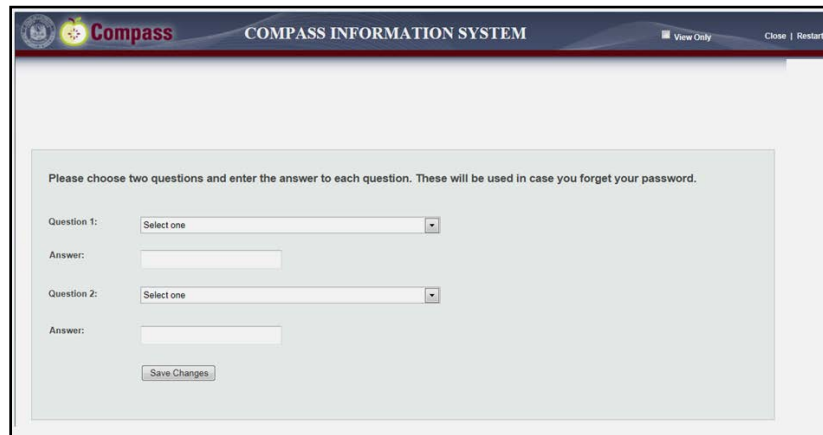
The screenshot shows the 'Personal Login Code' creation page. On the left side, there is a 'Welcome POLLY PELICAN!' message. Below it, there is a link 'If you are not POLLY PELICAN, please click below ...' with a button labeled 'I'm not POLLY PELICAN'. Below this, there is a paragraph: 'Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click "Submit". You will be asked for this exact Personal Login Code in the future if you log into the CVR system again.' Below this paragraph are two input fields: 'Personal Login Code:' and 'Re-enter:'. A 'Save Changes' button is located below the second input field. On the right side, there is a box titled 'Personal Login Code Requirements' with a list of five requirements: 1. 8-12 characters, 2. Not case-sensitive, 3. Unique, 4. Cannot be a 9-digit number, 5. Letters and Numbers ONLY (no Special Characters).

7. Create a Password and enter it twice.
8. Select Save Changes to proceed with registration.



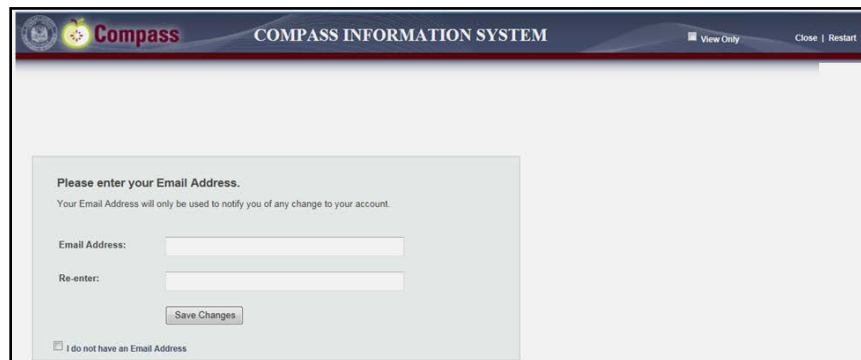
The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. On the left, there is a form with two text input fields labeled 'Password:' and 'Re-enter:'. Below these fields is a 'Save Changes' button. On the right, there is a box titled 'Personal Password Code Requirements' with a list of five rules: 1. 8-50 characters, 2. Case-sensitive, 3. Expires after 90 days, 4. Cannot be the same as any of the three most recent prior passwords, and 5. Must include a character in at least 3 of these 4 groups: a. Upper case letters (A-Z), b. Lower case letters (a-z), c. Base 10 digits (0-9), and d. Non alphanumeric characters found on the top row of the keyboard (@#%\*^&!;\_~+).

9. Select two security questions and provide answers to each.
10. Select Submit to proceed with registration.



The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. It features a form with two security questions. Each question consists of a dropdown menu labeled 'Select one' and a text input field for the answer. Below the second question is a 'Save Changes' button.

11. Enter email address twice (optional).
12. Select Submit to proceed with registration.
13. Registration is completed; select Continue to login.



The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. It features a form with two text input fields labeled 'Email Address:' and 'Re-enter:'. Below these fields is a 'Save Changes' button. At the bottom left, there is a checkbox labeled 'I do not have an Email Address'.