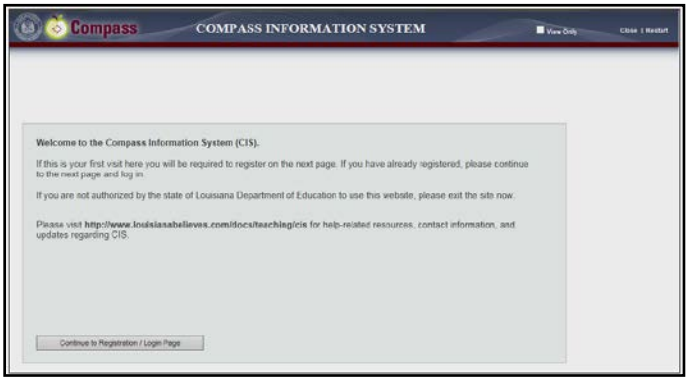
Accessing the CIS site

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.



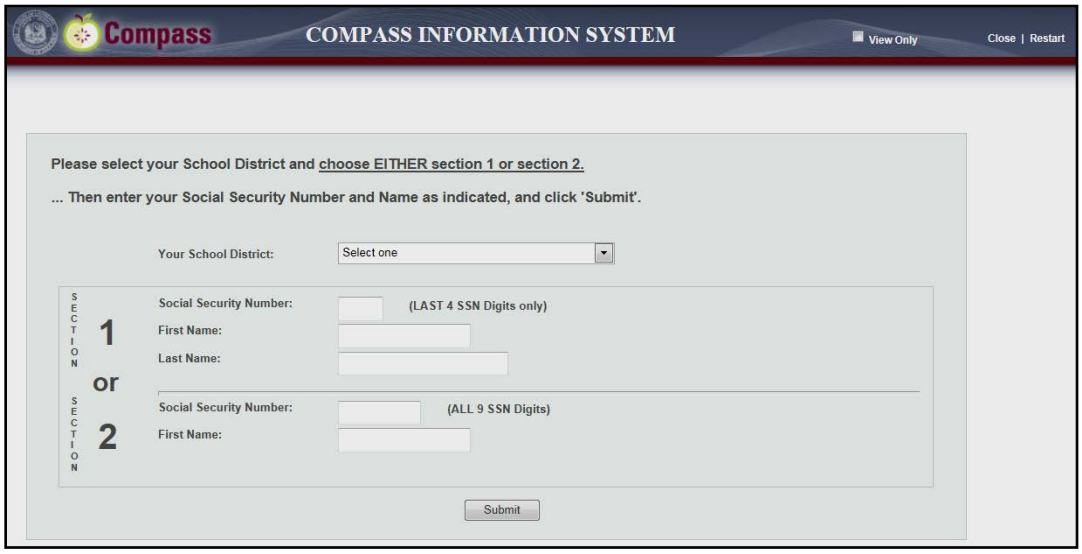
New Account Registration

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

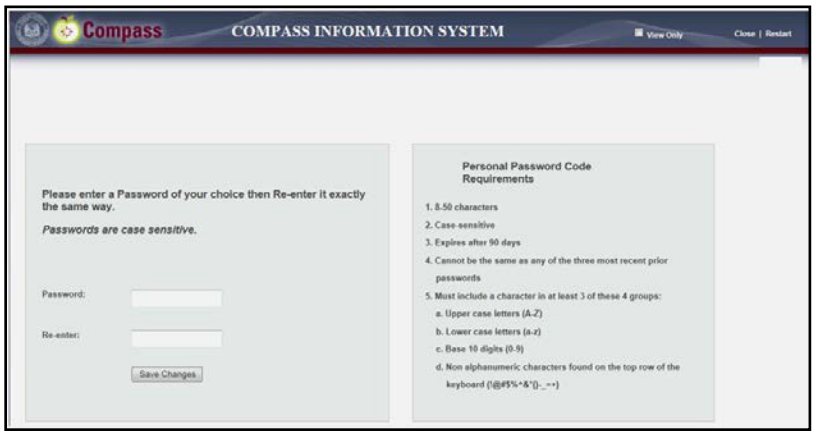
Register using the last four digits of SSN, first name, and last name (returning users)
Register using full SSN and first name (first-time users).

4. Select Submit to proceed with registration.

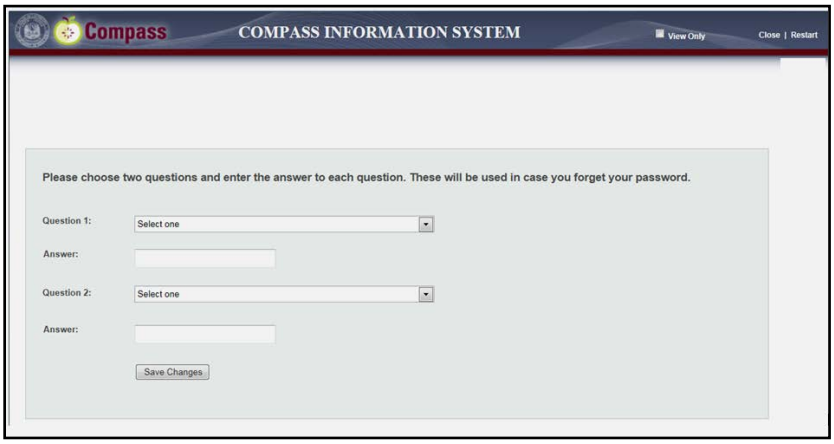
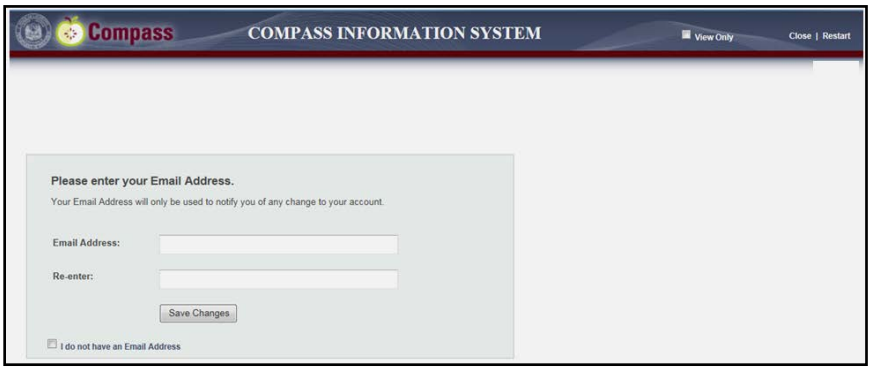


5. Create a Personal Login Code and enter it twice.
6. Select Save Changes to proceed with registration.

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



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



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