

Sign Up for SSCCP

Welcome to the South Seattle College Cooperative Preschools (SSCCP) community! This tech guide will guide you through the process of signing up for an account with us. This will allow you to do things like join your class group and save your information to quickly register for seminars and other events. Here's how:

<u>IF YOUR FAMILY IS NEW TO CO-OP</u>	<u>IF YOU ARE A RETURNING FAMILY</u>
Your first step is to sign up for an SSCCP account. You can do this on our website. • Go to westseattlepreschools.org/signup • In the popup that appears, enter your information (first/last name, email address, phone number). ○ Select your class from the dropdown. ○ Enter the validation phrase supplied to you by your parent educator and you will be allowed to make an account. • If required, complete the CAPTCHA • Move on to the ALL/EVERYONE section.	All you need to do is join your new class. • Go to westseattlepreschools.org/my-classes • If you're not signed in, a popup will appear that prompts you to. • Click the orange "Add class" button in the top left of the page. • Select your class from the dropdown. • Enter the validation phrase supplied to you by your parent educator. • Move on to the ALL/EVERYONE section.
ALL/EVERYONE	
ACTION REQUIRED: You will receive an email inviting you to the class group for that class. You must click the button in that email to actually join the class group. Check your spam folder if it doesn't come to your inbox within five minutes. If you log in to westseattlepreschools.org and click your profile icon and navigate to "Class Groups", you will be able to see whether you have successfully joined the group.	