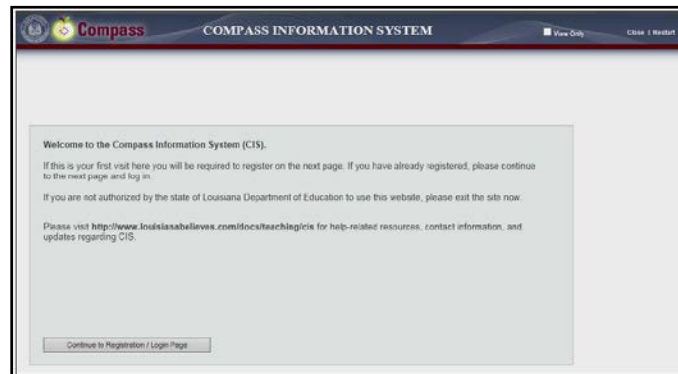


Accessing the CIS site

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.



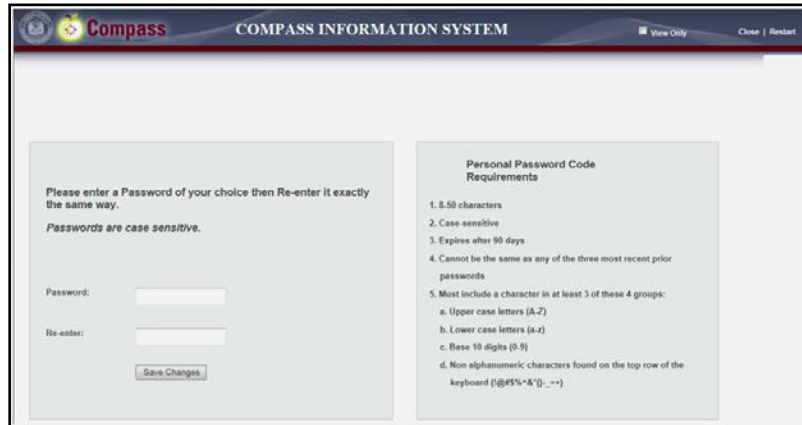
2. Select a district from the Your School District drop-down menu.
3. Enter personal information to find your profile; there are two options
Register using the last four digits of SSN, first name, and last name (returning users)
Register using full SSN and first name (first-time users).
4. Select Submit 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 'Select one' dropdown menu. There are two sections, 'SECTION 1' and 'SECTION 2', separated by the word 'or'. Section 1 includes fields for 'Social Security Number:' (with '(LAST 4 SSN Digits only)' in parentheses), 'First Name:', and 'Last Name:'. Section 2 includes fields for 'Social Security Number:' (with '(ALL 9 SSN Digits)' in parentheses) 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.

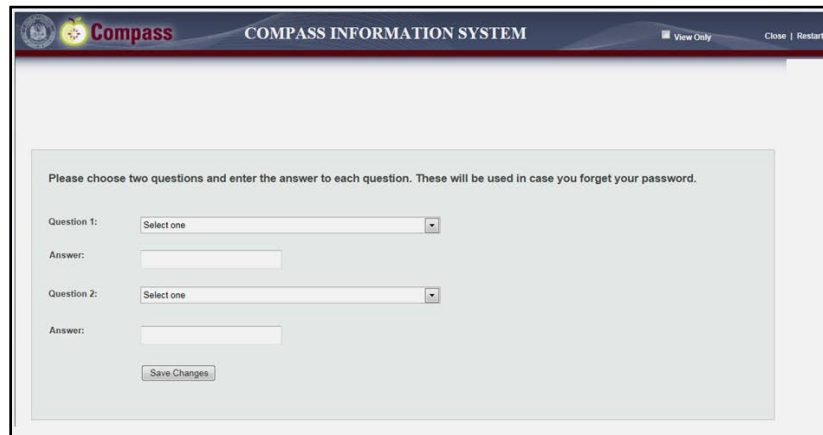
The screenshot shows the 'Personal Login Code' creation page. On the left side, there is a 'Welcome POLLY PELICAN!' message. Below it, there is a link that says 'If you are not POLLY PELICAN, please click below ...' with a button labeled 'I'm not POLLY PELICAN'. Below this, there is a paragraph of text: '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 text 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.



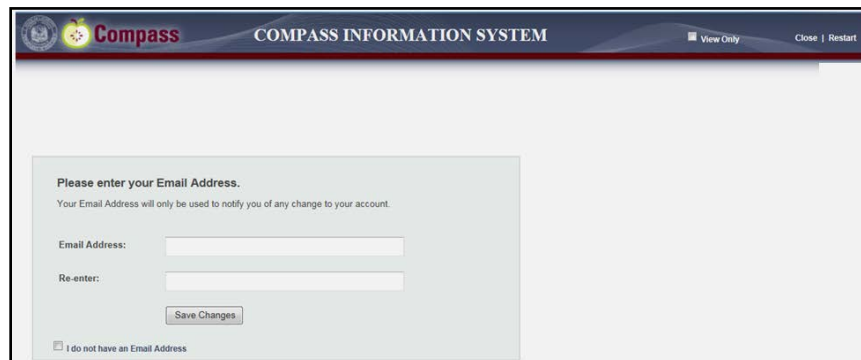
The screenshot shows the 'COMPASS INFORMATION SYSTEM' interface. On the left, there are two text input fields labeled 'Password:' and 'Re-enter:'. Below them is a 'Save Changes' button. On the right, under the heading 'Personal Password Code Requirements', there is a list of five requirements: 1. 8-50 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 prompts the user to 'Please choose two questions and enter the answer to each question. These will be used in case you forget your password.' There are two 'Question' dropdown menus, each with 'Select one' as the current selection. Below each question is an 'Answer:' text input field. A 'Save Changes' button is located at the bottom of the form.

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 prompts the user to 'Please enter your Email Address.' and notes that the email address is only used for notifications. There are two text input fields labeled 'Email Address:' and 'Re-enter:'. Below them is a 'Save Changes' button. At the bottom left, there is a checkbox labeled 'I do not have an Email Address'.