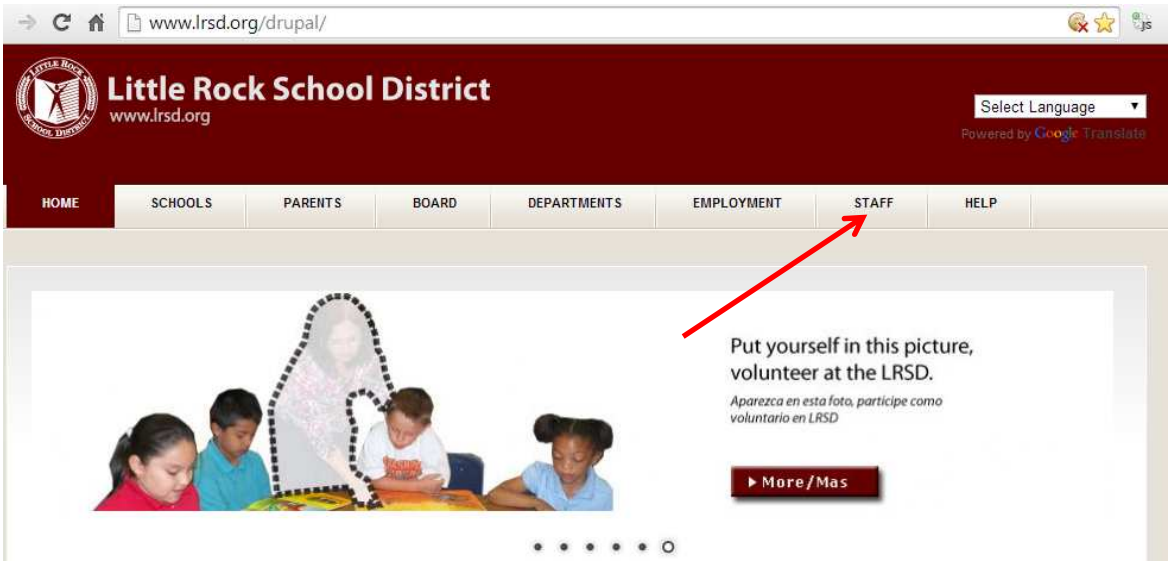
Registering in the New Staff Lounge.

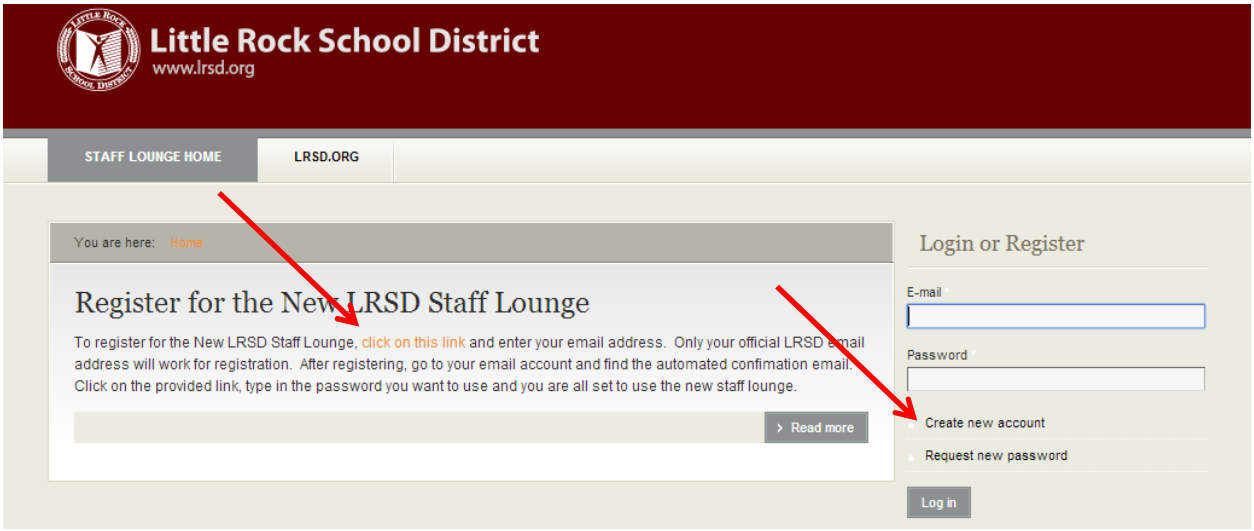
Detailed Steps

The LRSD staff lounge has changed to an entirely new system. Your old logins will not work in this system, neither will the login you use to get into your computer. You must register using the steps shown below to access the new LRSD Staff Lounge.

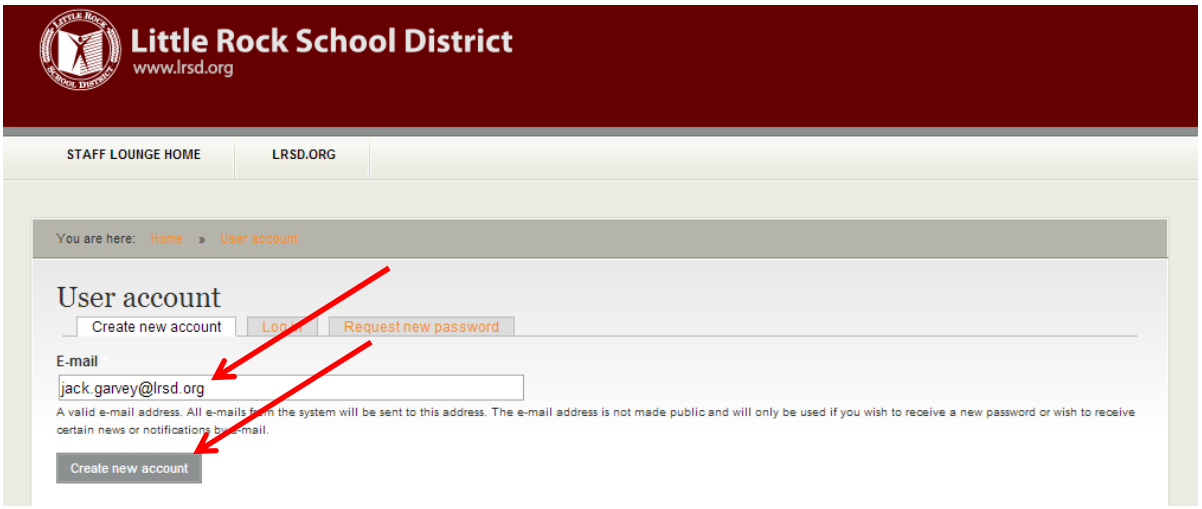
1. **Go to www.lrsd.org, and click on the "Staff Lounge" button**



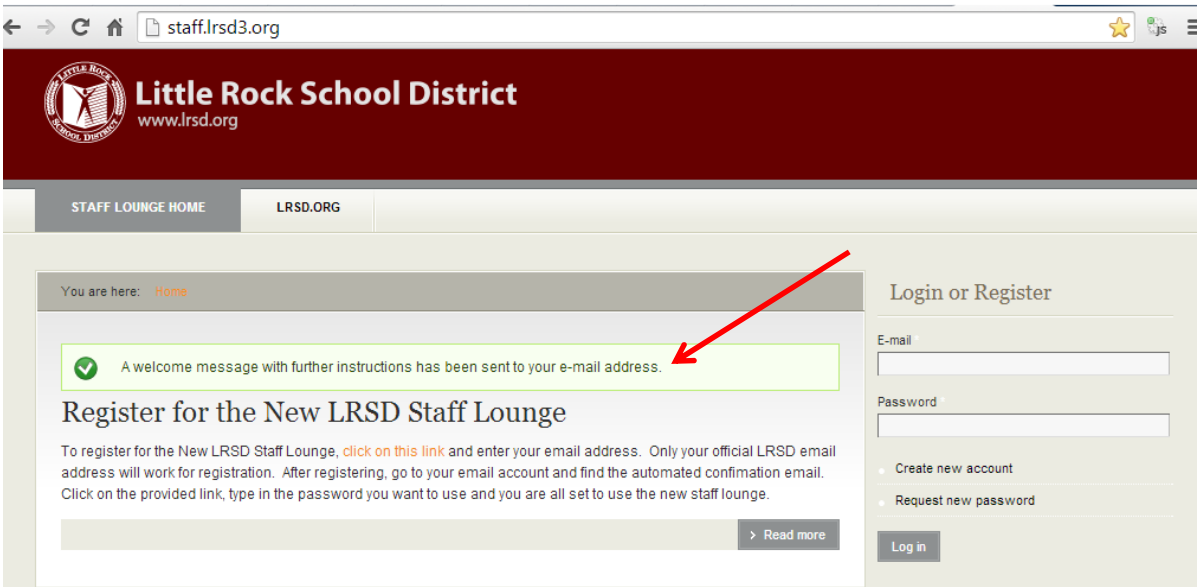
2. You have reached the staff lounge, but you cannot see anything because you are not logged in. Start the registration process by clicking the area(s) shown by the arrow **Note: Your old password for the Staff Lounge will not work, neither will your login that you use to log into your computer every morning. Please follow the steps given to make sure you log in correctly.**



3. Type in your official LRSD email address, which ends with “lrsd.org”. Please note that every other email address ending like “gmail.com”, “yahoo.com” etc.. will be rejected. See the example typed in below of an email address. Click on the “Create New Account” button.



4. You will notice a message telling you that you have successfully submitted your email address, and an email has been sent to you with further instructions.



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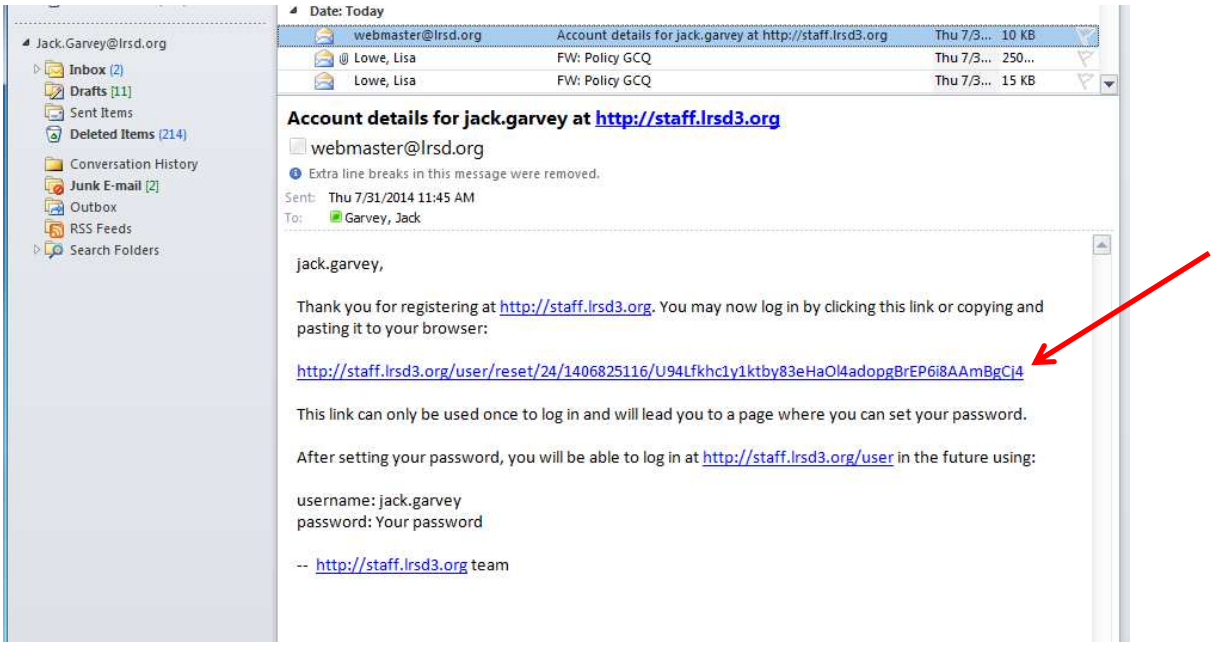
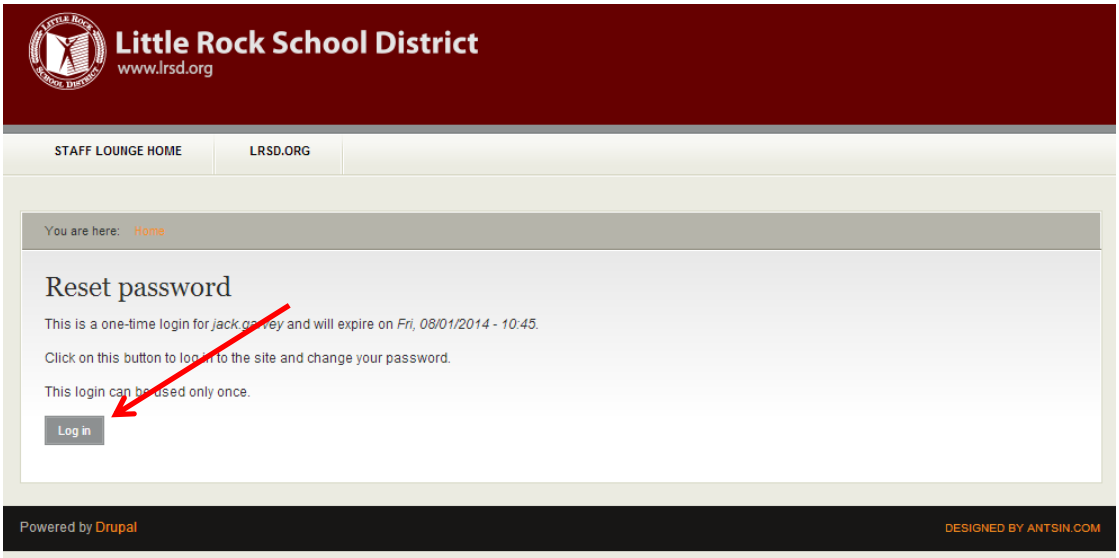
5. Go to Outlook (or the portal) email account to view your official LRSD email. You will notice the following wording in the email. Click on the link indicated by the arrow.



6. **Please take your time here to avoid errors.** Click on the Log In button.



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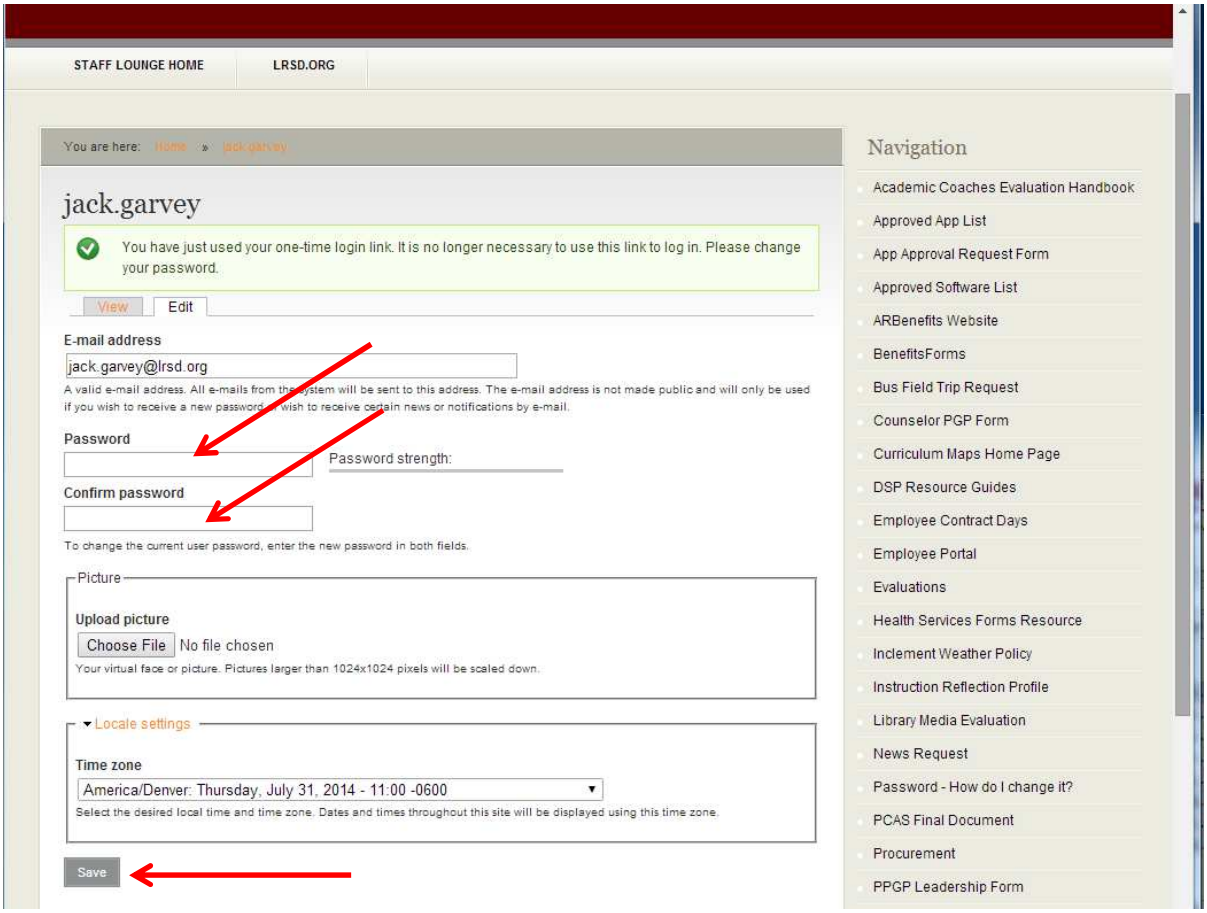
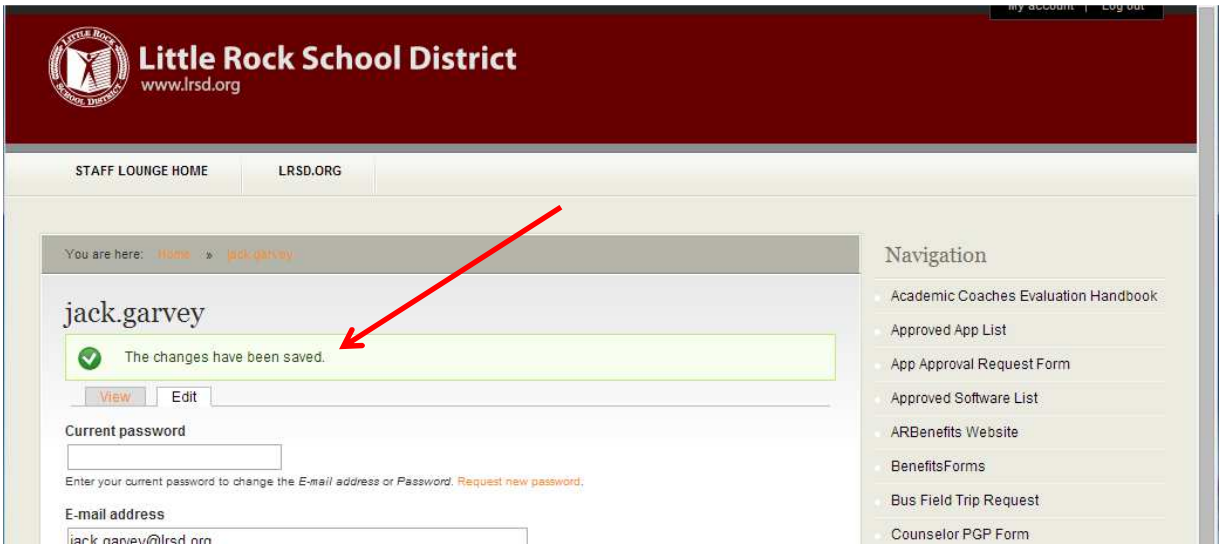
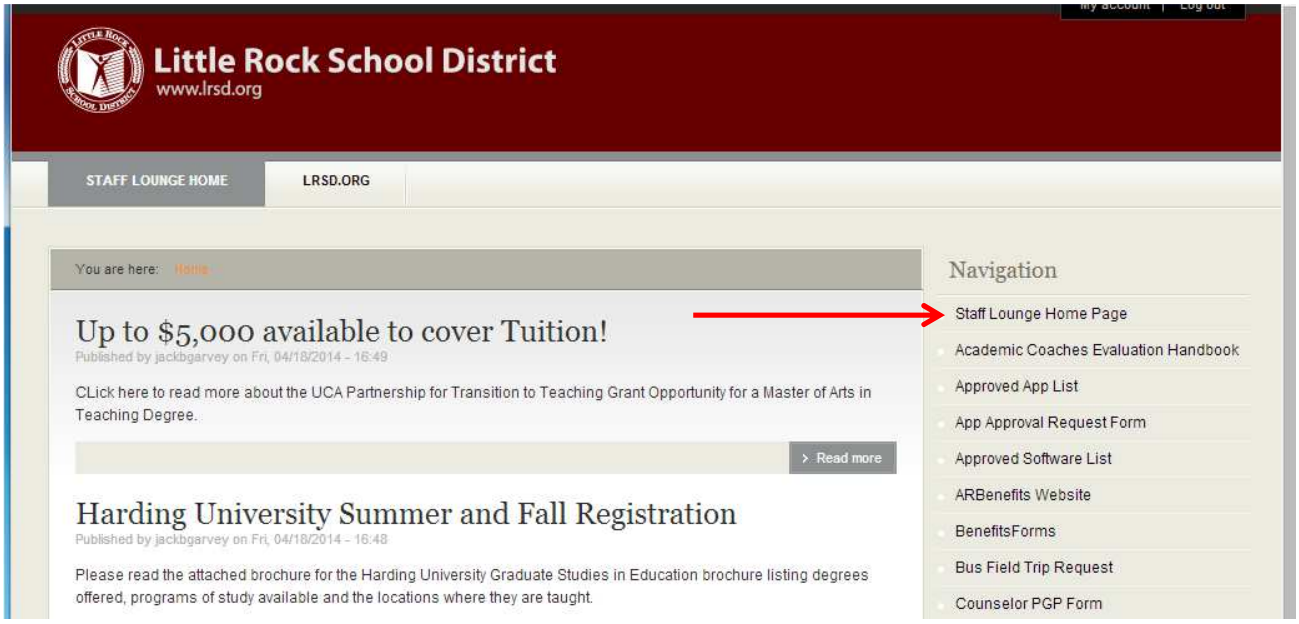
7. Please type in your password twice in the indicated boxes, and click on the “Save” button



8. At the top of the form you will now see that your changes have been saved, and you now have access to the entire website



9 You can now click on the Staff Lounge Home Page link to see the Front page of the new staff lounge. We hope you enjoy it…



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