

## HOW TO REGISTER FOR THE MHS CLASSROOM SITE AND ENROLL IN BAND

If you registered for the MHS Classroom site last year you should still be able to log on. If you have not registered for the MHS Classroom site please follow the directions below to get registered.

First connect to the MHS Classroom site:

1. Type [mhsclassroom.aps.edu](http://mhsclassroom.aps.edu) in your browser and hit the enter key.

Now you will need to create an account:

1. About halfway down the page on the right-hand side there should be a login panel. In the lower left corner of the login panel click on “create new account”
2. Enter the requested information (you can create separate accounts for yourself and your student(s), but each must have a unique email address. If your family shares an email address just create one account for that address.)
3. Click on the “Create my new account” button.
4. In a few minutes you should receive an automated email sent from “The Admin Guy” to the email address you specified when you registered for MHS Classroom. If you don’t see the Admin Guy email in your inbox folder, look in your junk mail or spam folders.
5. Within 3 days you must click on the link in the e-mail from the Admin Guy to confirm your enrollment.
6. Once you have successfully completed the steps above, login to MHS Classroom with the userid and password you created when you registered for the MHS Classroom website. Now scroll down the page to the Fine Arts category and click on Manzano Royal Guard. When asked, “You are about to enroll yourself as a member of this course. Are you sure you wish to do this?” click on “Yes”. You should now see the MHS Royal Guard INTERNAL web site.

Have a look around! A couple of important items to note: There are two forums on the main INTERNAL web page – a SOCIAL forum and a NEWS forum. **The NEWS forum is reserved for the use of the Band Directors.** This is where they will post news and announcements for students and parents. The entries in the NEWS forum automatically will be emailed to all people who are registered and enrolled on the MHS Royal Guard Internal web page. The SOCIAL forum is where students, parents, and Band Booster Board members may post announcements. The entries in the SOCIAL forum also are automatically emailed to all people registered and enrolled on the MHS Royal Guard Internal web page. A word of caution in using the SOCIAL forum through: Once you post your message to the SOCIAL forum you cannot delete it, remove it, or take it back! So, please be thoughtful and considerate in your communications. If you have strong feelings or issues it is best to communicate directly with the appropriate person and not use the SOCIAL forum to air your grievance.

The websites are here to benefit all of us associated with the MHS Band Program by enhancing communication between Band Directors, students, and parents. If you see any errors in the web page materials (which could lead to miscommunication) please don't be afraid to speak up and let me, a Band Director, or a Board Member know.