Create an account on the Field Service Portal by following these four simple steps.

**Step 1 - Choose Role**

From the Field Service Portal homepage, click on the orange School Administrator icon.
Step 2 - Go to Registration Form

On the subsequent page, press the Register as a School Administrator button.

Step 3 - Complete the Registration Form

Answer the Registration form questions.
Step 4 - Submit Registration Form

Read the Agreement, checkmark the agreement box, and press the Submit button.