![Hour Republic logo]

Student Sign Up Instructions

Recommended Browsers to use:
Mozilla Firefox or Google Chrome

What you need to know before signing up:
OEN number (your teacher will know it)
Parent/Guardian Email Address and Phone Number

Never lose your form again
Track your hours, simple & hassle-free.
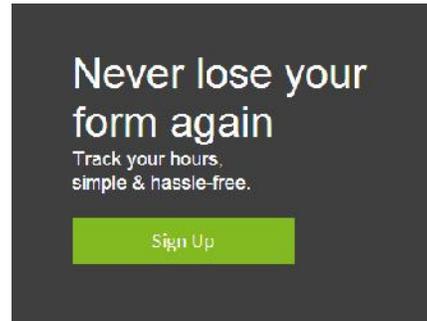
Sign Up

Student Sign Up

Username

Password   Confirm Password

First Name   Last Name

Ontario Education Number (OEN)

Email

School Board
Select School Board

School
Select Board First

Year Started High School

Step 1: Navigate to **hourrepublic.com** and click the **Sign Up** button

Step 2: Type in a Username.

TIPS:
- It is recommended that students use a username that they use for other programs. (e.g. Same username as: school computer account, myBlueprint, Career Cruising)
- If the username is taken, try adding in numbers
- Reminder to write down your username!

Step 3: Enter in a Password. NOTE: passwords must include at least 6 characters, a capital letter, and a number.

Forgot your password or username?

If you forget your password, you can reset your password by visiting the Log In page and click "Forgot?" - then enter in your username and the email address that you used to sign up.
- o If you forget your username, click Log In > "Forgot?" > "Forgot Your Username? Recover it here"

TIP: If you use Desire2Learn, and you forget your password, you need to reset your password through Desire2Learn

Log In

Username

Password   Forgot?

Log In

Not a member? Get started today.

Step 4: Enter your Ontario Education Number (OEN)

Step 5: Enter your personal Email address

Step 6: Select School Board and then School

Step 7: Select Year Started High School. NOTE: this is how Hour Republic calculates a student's Grade.

Step 8: Select Birthday, Gender, Postal Code (optional)

Parent/Guardian Information:

Step 9: Enter your Parent/Guardian Contact, Name, Email, and Phone Number.

> **TIPS:**
> - If you don't know your Parent/Guardian's information, please ask if you can use your teacher's contact information. You can change it later under Settings (located under your name) once your account is verified.

- You can enter either your Parent/Guardian's Home Phone or Cell Phone number
- Be sure to take the hyphens (-) out of the Phone Number for it to work (e.g. 5557774444)
- If you are 18 years or older, parent or guardian information is not required.

Step 10: The final step is to review and check the box to accept the User Agreement, and then click **Sign Up!**

It will take up to 24 hours to review your sign up form and provide you with access to **Hour Republic**. If you have any questions, concerns, or feedback please click the **Contact** button on the bottom of the web page and we will be happy to help! Thank you.