



How to Create a New Online Account (In our old system, families had more than one log in, now you only need one! You can keep the log in of your choice by creating a new account)

Step 1

Go to www.gshom.org and click on “Register Online” at the top of the page. Then click on the New Online Account button on the right hand side of the screen.

Step 2

Enter the information as requested. This basic information will allow the system to search for your record and help check if you already exist in our database.

Step 3

One of the following will apply:

- If the system finds you in the database you will see the following message: **Congratulations! We found you in the online system. Please go to your email and follow the instructions to activate your online account.** Please follow the instructions to complete your account activation.
- If you receive the following message: **“We have found you in the system, but in order to continue please contact us.”** please follow the instructions and contact the council. This message generally appears when there is no email address on record or if there is a potential but unconfirmed match.
- If the system does not find you in the database you will be prompted to provide additional information to create your profile.



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