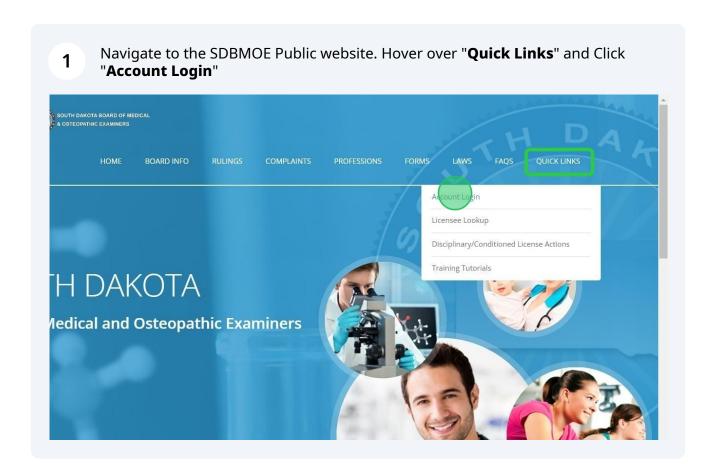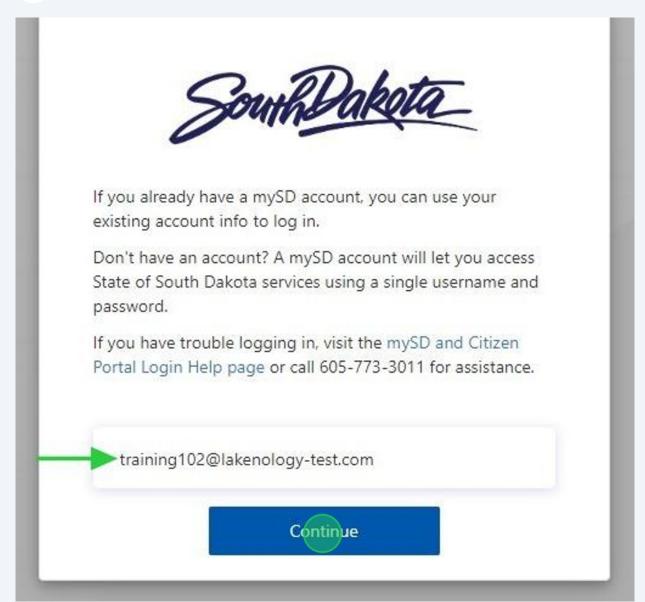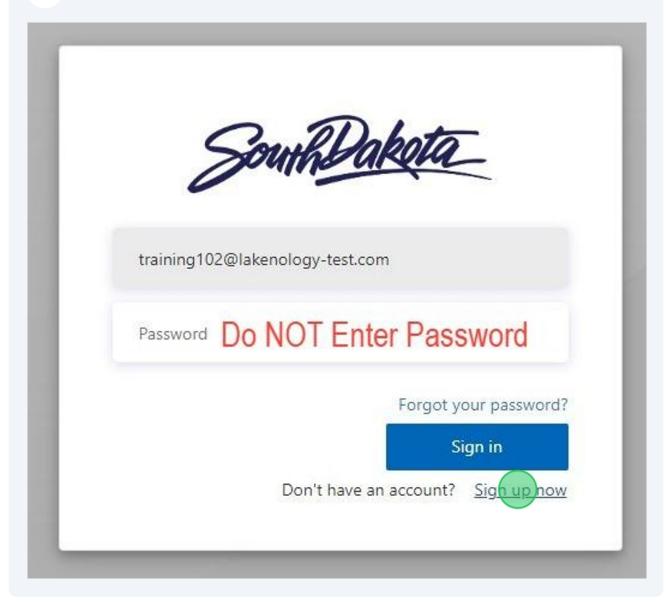# Login Basics: Creating a New MySD Account

This How-To-Guide is intended for anyone that does not already have an existing MySD account and needs a new login to transact business with the SDBMOE
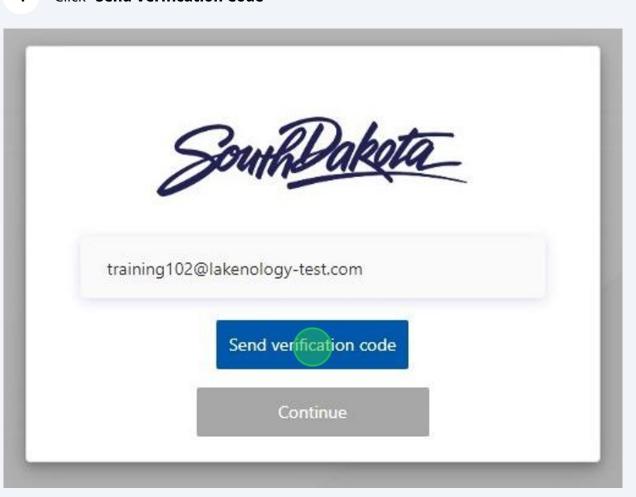
1 Navigate to the SDBMOE Public website. Hover over "**Quick Links**" and Click "**Account Login**"

2 Enter your preferred email into the "**Enter email address to login**" field. Click "**Continue**"

3   Do Not enter a password. Click "**Sign up now**"

South Dakota

training102@lakenology-test.com

Password   Do NOT Enter Password
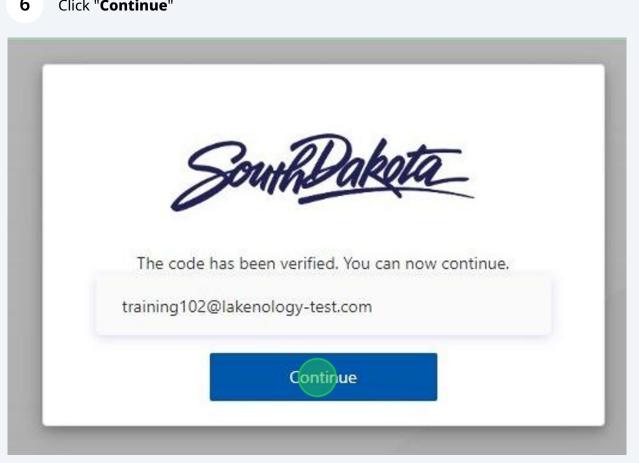
Forgot your password?

Sign in

Don't have an account?   Sign up now

4 Click "**Send Verification Code**"

5 Enter the code you received via email. Click "**Verify Code**"

SouthDakota

Verification code has been sent to your inbox. Please copy it to the input box below. Check your email in a new browser tab or window. Do not leave this page or the code will not work.

training102@lakenology-test.com

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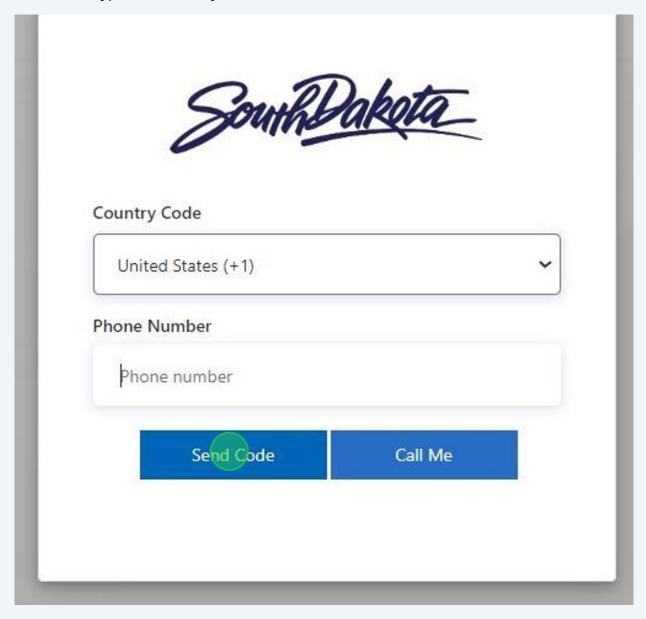Verify code   Send new code

Continue

6 Click "**Continue**"

7   Enter ALL required fields. Make a note of the password you entered.

New Password

Confirm New Password

First Name

Last Name

Street Address

City

State

8 After all fields are entered. Click "**Continue**"

9 Your **Phone Number** is required for increased security using two-factor authentication. It is important that you enter a valid phone number for yourself and type it in correctly. Click "**Send Code**"

10 You will receive a 6-digit code via text at the number you just previously entered. Enter the code you receive. Click "**Verify Code**". If you do not receive a code after a brief period of time, Click "**Send a new code**"

Enter your verification code below, or send a new code

252408

Verify Code