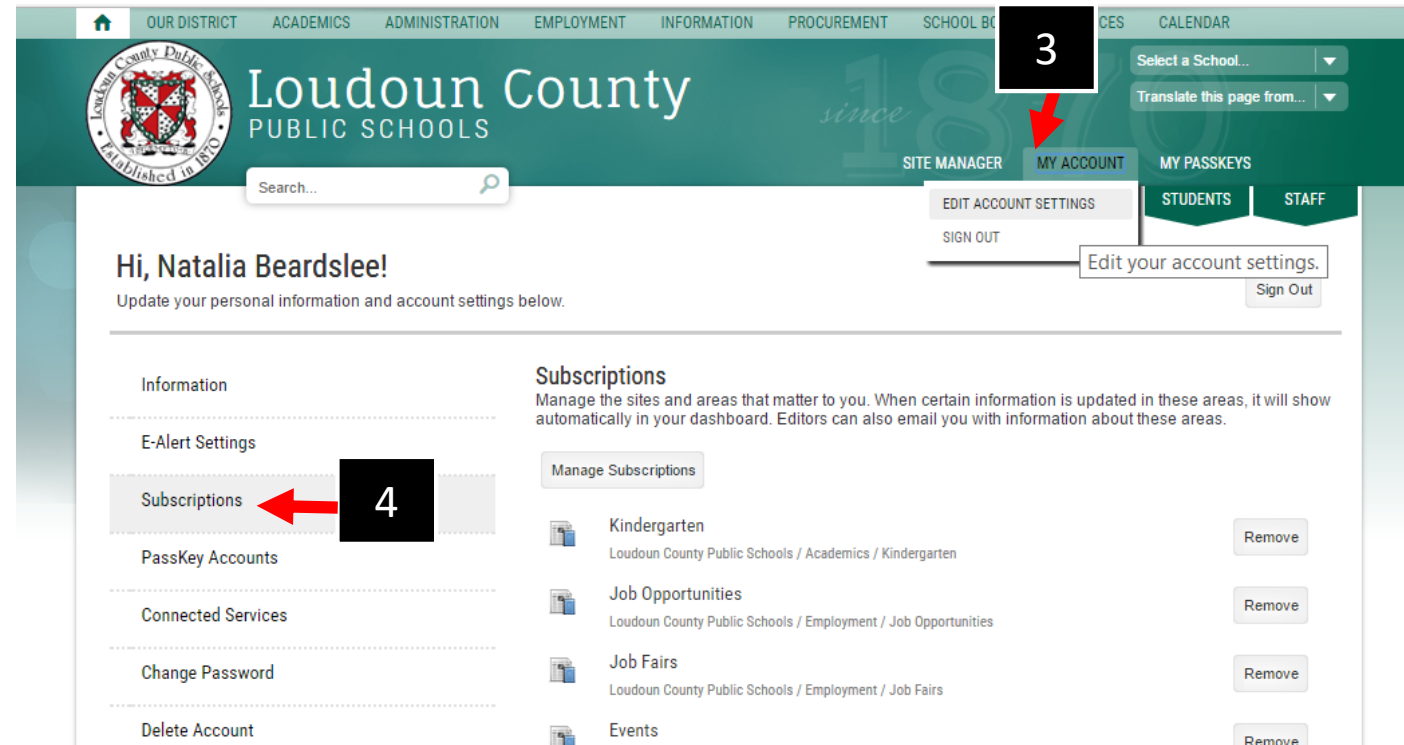
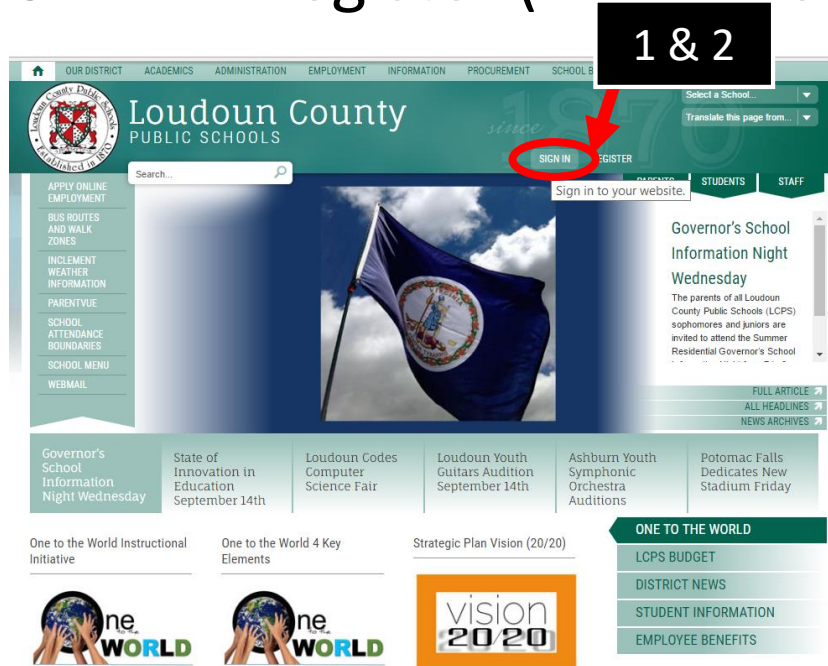


# How to Create an LCPS Website Account

**STEP 1:** Go to LCPS Website at <http://www.loudoun.k12.va.us/>

**STEP 2:** Register (new account) or Sign In (existing account)



**STEP 3:** Click on MY ACCOUNT tab and select EDIT ACCOUNT SETTINGS

**STEP 4:** Select “Subscriptions” and click on “Manage Subscriptions” button

# How to Add MSAAC to Your Subscriptions

**STEP 5:** Click on  
“Other Areas”

**STEP 6:** Check the  
box next to

“Minority Student  
Achievement  
Advisory  
Committee”

**STEP 7:** Click on  
“I’m Done”

The screenshot shows the 'Manage Subscriptions' page. At the top, there is a navigation bar with links: OUR DISTRICT, ACADEMICS, ADMINISTRATION, EMPLOYMENT, INFORMATION, PROCUREMENT, SCHOOL BOARD, SERVICES, and CALENDAR. Below the navigation bar, the page title is 'Manage Subscriptions' with a subtitle 'Select sites and areas that you want to see from in your dashboard and email.' There are three callouts: 1. A black box with the number '5' and a red arrow pointing to the 'Other Areas' button in the 'Sites' section. 2. A black box with the number '6' and a red arrow pointing to the checked checkbox next to 'Minority Student Achievement Advisory Committee' in the list of subscription options. 3. A black box with the number '7' and a red arrow pointing to the 'I'm Done' button at the bottom of the page. The subscription options list includes: McKinney-Vento (homeless), Minority Student Achievement Advisory Committee (checked), Parent Information Management system (PIM), Parents Make Difference, Partnership, Medication at School-Parent Information, On-Line Fee Payments, Parent Liaison, ParentVUE StudentVUE, Mental & Behavioral Health Services, Parent Information, Parent Resource Services, and Promotion and Retention Guide. The page also shows 'Loudoun County Public Schools' in the site selection dropdown and 'All Channels' in the channel selection dropdown. A 'Find Area' search box is also present. At the bottom right, there is a 'Remove' button.