How to Create an LCPS Website Account

**STEP 1:** Go to LCPS Website at [http://www.loudoun.k12.va.us/](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”