

# Instructions for using the LCPS website to register for Workshops & Events

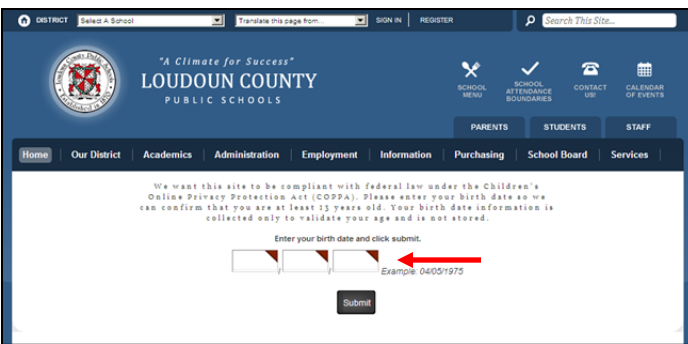
Three easy steps outlined below:

## Step 1: Register to use the LCPS website



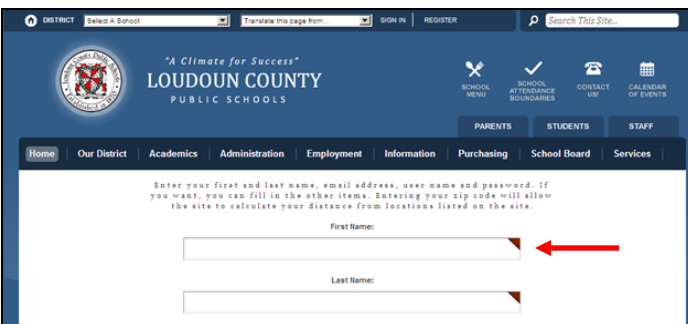
Go to [www.lcps.org](http://www.lcps.org).

Click on **REGISTER** at the top of the page.



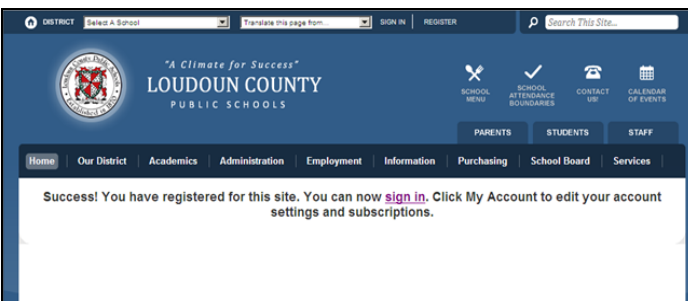
You will be prompted to enter your birth date.

After you enter your birthday, click **SUBMIT**.



You will be prompted to enter your personal information.

You will also set up your **LOG IN** and **PASSWORD** on this page.



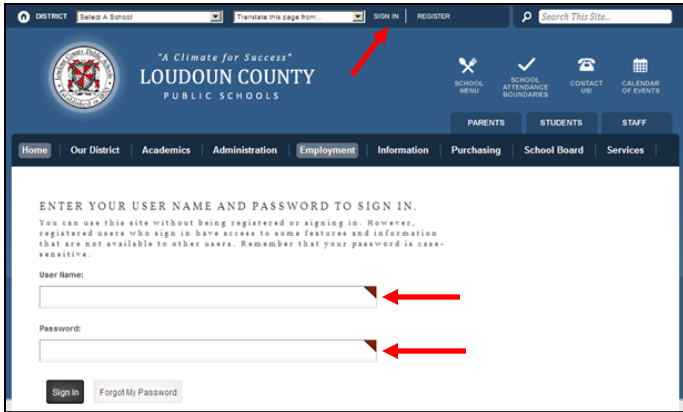
You will get a "Success!" confirmation

If you are already a registered user you will get an error box that says, "Your USER NAME is already registered". If you have forgotten your USER NAME, you can change your USER NAME to RE-REGISTER.

Click **SUBMIT**

**You can now SIGN IN to register for a workshop.  
See Step 2 below for instructions on how to SIGN IN.**

## Step 2: SIGN IN to register for a Workshop or Event



To **SIGN IN** to the website you must have previously set up your registration with a **USER NAME** and **PASSWORD**

Click **SIGN IN** at the top of the webpage

Enter your **USER NAME** and **PASSWORD**

If you do not have one, you will need to **REGISTER** to use the website first. See Step 1.

To register for a Workshop or Event see Step 3 below.

## Step 3: Register for a Workshop or Event



Go to [www.lcps.org](http://www.lcps.org)

Click on Business & Financial Services under the Administration drop down menu.



Click on Employee Health, Wellness and Benefits on the left hand side.



Select Workshops and Events or Calendar on the left hand side.

## Step 3: Register for a Workshop or Event (con't)

**"Financial Friday" Seminars, Workshops and Events**

**Apple Federal Credit Union Lunch & Learn**  
Friday, January 6, 2012, 12:00 - 1:00 PM  
Administration Building, 100A  
[Register Now](#)

**Retirement Readiness**  
January 9, 2012 - January 13, 2012  
Heritage HS / Admin Building / Park View HS / Freedom HS / Loudoun Valley HS  
[Click here for more information](#)  
Call 571-252-1240 to sign up.

**VRS Retirement Seminar**  
Friday, January 13, 2012, 5:30 - 7:00 pm  
Administration Building, Room 100 A,B,C  
[Register Now](#)

In "Workshops and Events", select the "Register Now" link for the event you'd like to attend.

Home > Employment > Employee Benefits

Customize Calendar View

Today Day Week Month List Print Export Events

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
WINTER BREAK (Classes)					12:00pm Apple F...	
8	9	10	11	12	13	14
	Lighten Up... 5:00pm Maternit. 5:00pm Retirement.	5:00pm Retirement.	5:00pm Retirement.	5:00pm Retirement.	5:00pm Retirement. 5:30pm VRS Ret.	

In "Calendar", select the month and year of your event and click on the event within the date listed.

Home > Our District > Academics > Administration > Employment > Information > Purchasing > School Board > Services

**Apple Federal Credit Union - Lunch & Learn**  
1/6/2012 12:00 PM - 1:00 PM

Go To Calendar Print Export

**Description**

Apple Federal Credit Union Lunch & Learn  
Learn about savings, account information, loans, etc.  
Apple Federal will be providing lunch for anyone who registers for this seminar **by noon on January 5th.**

**Location**

Administration Building, Room 100 A  
20148

Enter your zip code to calculate the distance to event

Contact

Employee Benefits Division  
Phone: 571-252-1240  
Email: [lcpbenefits@lcpa.org](mailto:lcpbenefits@lcpa.org)

**Registration**

Seat Availability: 47 of 50 available  
Last day to register: 1/5/2012

Register

Click **REGISTER**

If you are not SIGNED IN to the website you must first SIGN IN. See Step 2.

**Contact the Employee Health, Wellness and Benefits Division with any questions or concerns at:**

[lcpshhealthwellness@lcpa.org](mailto:lcpshhealthwellness@lcpa.org) or

[wellness@lcpa.org](mailto:wellness@lcpa.org) or

**571-252-1810**