

# CutTime Parent Registration

## Parent/Guardian Account Setup:

**STEP 1:** Go to [www.cutttime.net](http://www.cutttime.net) and

**STEP 2:** Click on STUDENT/PARENT SIGN UP

**STEP 3:** Fill in the following details under CREATE YOUR PROFILE

- A. **Subscribing schools/groups** = Richland County High School (Olney IL) ID: 3128
- B. **Your position** = Parent
- C. **First name** = [ parent's/guardian's first name ]
- D. **Last name** = [ parent's/guardian's last name ]
- E. **Email** = [ parent's/guardian's email address ]
- F. **Mobile phone** = [ parent's/guardian's mobile number ]
- G. **Address** = [ parent's/guardian's street address ]
- H. **City** = [ parent's/guardian's city ]
- I. **State/Province** = [ parent's/guardian's state ]
- J. **Postal code** = [ parent's/guardian's postal code ]
- K. **Country** = United States (USA)
- L. **Birth date** = [ parent's/guardian's birth date ] **You can makeup a date ;)**
- M. Click the box for "I'm not a robot" and "I accept the terms and conditions of this website"

**STEP 3:** Setup Relationship Management

- A. Ask your son/daughter to add you as a parent/guardian by logging into the student CutTime account. Students need to follow the steps below:
  - Scroll down to the bottom of the page, find and click on the green tab entitled **Relationships**.
  - Click **Add relationship**
  - Search for the parent's/guardian's name and information
  - Click **Add this person**
- B. You may elect to email Mr. Jones at [cjones@rccu1.net](mailto:cjones@rccu1.net) with your name and your student's name. He can link the parent account to the student account directly.

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**STEP 4:** Look around CutTime for Parents/Guardians!

## AVAILABLE TABS TO PARENTS/GUARDIANS

**Calendar**

**Volunteer**

**Financial**

**Assignments**

**Files/Docs**

**Parent Portal**

- News
- My Child
- Financial obligation
- Volunteer opportunities
- RSVP for events
- Required forms

**CUTTME VIDEO TUTORIAL:** <https://videopress.com/v/nLWHxs2v?at=127>