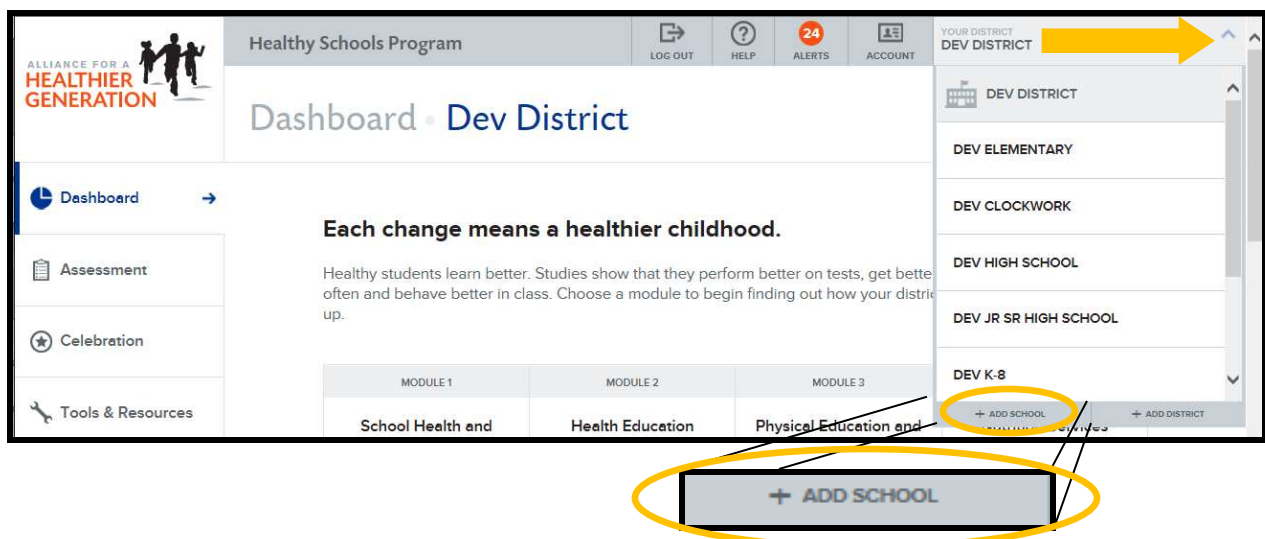


Healthy Schools Program Website: Step-by-Step Guide

How To: Add Your School

Add School(s) to your account and adopt a School Membership Type

1. Login to the Healthy Schools Program website by going to <https://schools.healthiergeneration.org> and click on **REGISTER/LOG IN** in the upper right-hand corner
2. Find your school or district using the drop down list at the **top right** and clicking **+ ADD SCHOOL**



3. Use one or more of the search criteria to find your school (**Tip:** use a partial name in the school name field)

Search For Schools

Search for Schools in Your Area

ZIP Code:

AND/OR State:

AND/OR School Name:

How To: Add Your School

4. Click ***Join School's Team*** or ***Start School's Team*** (**Note:** the listing will also note if you have already added the school)
5. Choose the team role appropriate for yourself.
6. If you choose Fan, or are the first Team Member, access will be granted immediately. Otherwise, access will be granted by your School Leader, Program Manager or Customer Support.

If you cannot locate your school, try using the Zip Code, State and part of the school name. Our database includes all schools in the country except for very new schools. If your school still cannot be found, please contact our Customer Support Center at help@healthiergeneration.org or 888-KID-HLTH (543-4584). Please include the school name, grade levels, district, and full address.