**Step by Step Instructions**

**How to set up a ComPsych Online account.**

An online account is your personal confidential access to all online ComPsych resources.

1. Go to the website www.guidanceresources.com
2. Click on REGISTER
3. Enter COM589   in the space below  the words "Organization Web ID"
4. Click  REGISTER
5. You will be directed to a  new webpage where it asks for the first 5 letters of your company's name
6. Enter CHAPE in the space provided and click SUBMIT
7. TOWN OF CHAPEL HILL will pop up as an option.  Click SUBMIT
8. You will then be asked to provide information about yourself, select a username, password and security questions (much like you do for any other secure online account).
9. Follow the instructions on the webpage
10. Your account should be ready to go.  You can then log in using the user ID and the password you created.