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WebCCAT - Logon - New User

If you are an existing user and have forgotten your password – STOP – DO NOT create a new user name – Read the article on Forgotten Password Retrieval

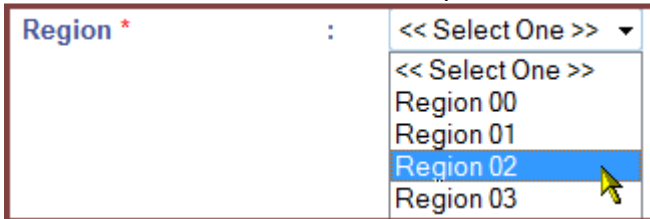
1. Access WebCCAT through any web browser at this link: <http://www.webccat.com>
2. Left-click the mouse on the **Create New Account** button



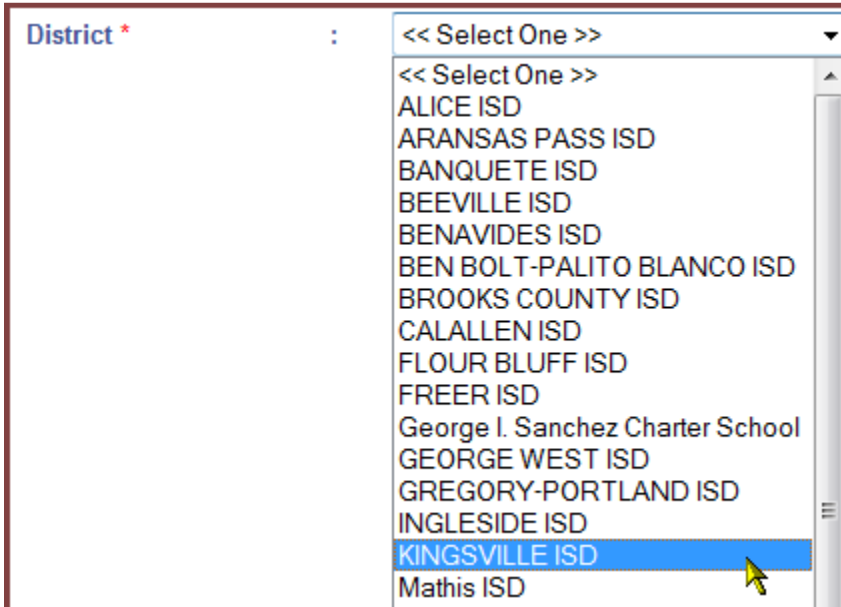
3. Select the **State**
 - a. Left-click the mouse on the menu pull-down arrow and select Texas



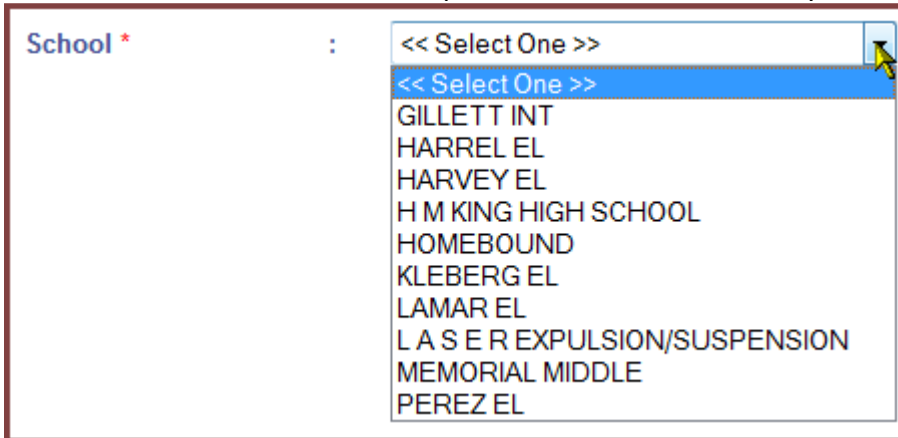
- b. Left-click the mouse on the menu pull-down arrow and select Region 02



- c. Left-click the mouse on the menu pull-down arrow and select Kingsville ISD



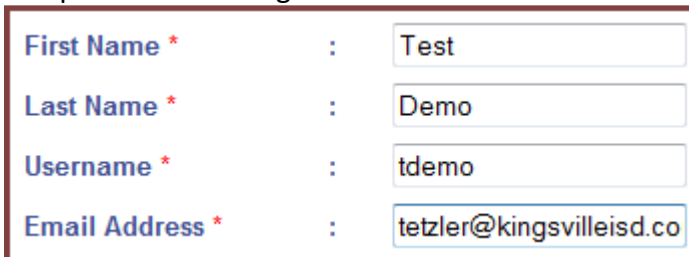
- d. Left-click the mouse on the menu pull-down arrow and select your assigned campus



School * : << Select One >>

- << Select One >>
- GILLETT INT
- HARREL EL
- HARVEY EL
- H M KING HIGH SCHOOL
- HOMEBOUND
- KLEBERG EL
- LAMAR EL
- L A S E R EXPULSION/SUSPENSION
- MEMORIAL MIDDLE
- PEREZ EL

- e. Complete all following fields



First Name * : Test

Last Name * : Demo

Username * : tdemo

Email Address * : tetzler@kingsvilleisd.co

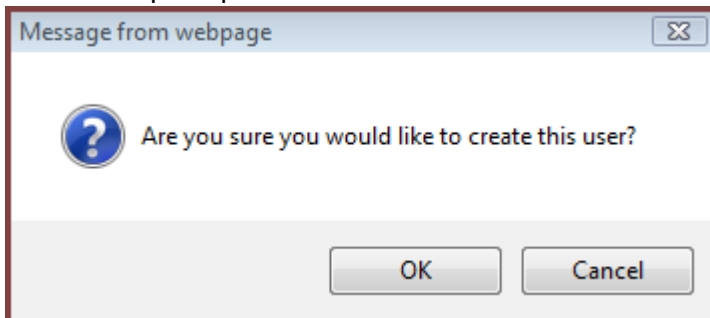
IMPORTANT REQUIREMENTS:

- A. First and Last Name: Please use proper capitalization as shown above
- B. Username: Please use your computer logon username and be all lowercase letters
NOTE: If your computer logon username is not accepted then try the following
1) Add the school abbreviation (hmk, lsr, mem, glt, kbg, prz, hrv, lmr, hrl) after your computer logon username EX: tetzlerhmk, tetzlermem, etc.
- C. Email Address: Only use your KISD email account. The WebCCAT system only recognizes the @kingsvilleisd.com domain name

4. When all above information is correctly formatted then left-click the mouse on the **Save** button



5. You will be prompted to create this user. Left-click the mouse on the **OK** button



6. After left-clicking the **OK** button on the above dialog box you will shortly receive a confirmation email with a password to use on your first logon
7. On the next screen left-click the mouse on the **Home** button which will you will be taken to the login screen

