

**Parent Activation Instructions**

*Welcome, parents of Lebanon Lutheran School!*

Please follow the instructions listed below in order to activate your account on your school's system. We here at FastDirect look forward to serving you and your child!

**Step 1:** Connect to the Internet.

**Step 2:** To access the log-in page for your school, type in the following URL

(website address): **http://www.fastdir.com/lls**

**Step 3:** On the left side of the log-in page, please click on the button titled

 *Parent Activation*.

**Step 4:** Please complete the form (like the example provided below) using the activation code that was **provided by the school office**. Once the form is completed, press the 'Submit' button to send the information to FastDirect.

**Step 5:** Within 24 hours, our HelpDesk (**fastdirectnotification@fastdir.com**) will send you a confirmation e-mail with the subject title **FastDirect School**

 **Parent Activation**. This important e-mail contains your temporary screen name and password so that you may log on to your school's FastDirect site.

Sample Parent Activation Form



PLEASE NOTE: If the fields on the activation form (like the example above) are not completed or do not match the information on file in the school's system, an e-mail containing a temporary screen name and password will not be returned to you. In addition, some Internet Service Providers and e-mail providers may contain filters that may block delivery of the confirmation e-mail. If you do not receive your confirmation e-mail within 24 hours, please contact your school office. Thank you.

**Once again, thank you for using the FastDirect system at your school. We hope that you enjoy the connection and communication it brings between parents and staff.**

Sincerely,

The FastDirect team