Click ONE of the four boxes below. Click links throughout to navigate instructions.

Returning students

- I DO NOT KNOW/REMEMBER my Athletic Training Student Portal User ID and Password.
- I have been provided and KNOW my Athletic Training Student Portal User ID and Password.

Incoming students

- I am a new student and do not have an Athletic Training Student Portal account and/or I have been told to SELF-REGISTER.
- I am a new student. My Athletic Training staff has registered my account for me and provided me with my Athletic Training Student Portal User ID and Password.

Note: Do NOT navigate this document by scrolling page by page. Navigate the instructions by clicking links. RIGHT-CLICK all external hyperlinks and Open Link in a New Window or Tab to navigate instructions while following along in your portal.

Please contact your Athletic Trainer with any questions or for assistance throughout this process.
**I- Activate Credentials**

*IF you have previously logged in and have answered your security questions, please click now on Forgot Credentials. Please contact your Athletic Trainer with any questions or for assistance throughout this process.*

Check out the Credentials Video for additional guidance.

2. Click New User Registration

3. Click Activate Credentials

4. Complete all required (*) fields
   a. Student ID
   b. Last Name
   c. First name
   d. Date of Birth
   e. E-mail Address (this must be the same address currently associated with your account – Likely your school email address)

5. Type the code from the image
6. Click Get Login Credentials
7. **IF** (follow instructions for a, b or c below)
   a. If activation is successful, congratulations! Your new credentials to access the NExTT portal will be sent to your email on file. Proceed now to [Portal Login Instructions](#).

   ![Image of email confirmation]

   ![Image of login page]

   b. If you are prompted that “The information you have provided does not match our records”

   i. Click OK. All information entered must match information in your account. Try again with alternate information (ex: an alternate email).

   ![Image of user interface]

   **Do NOT** register a new account if you are a returner!

   ii. *Incoming students only*, you might not have an account at all, navigate to the [New User Registration](#) tab and proceed to [Register](#) in this document.

   ![Image of registration page]

   c. If you are prompted that you are already registered, that means you have already supplied answers to security questions in a prior login. Proceed now to [Forgot Credentials](#).

   ![Image of forgot credentials page]

   --Do not scroll past this page - Use the links in a, b or c above navigate to your next step--
II- Register an account - step1

Please contact your Athletic Trainer with any questions or for assistance throughout this process.

Do NOT register an account if you are a returner - Activate Credentials.

Check out the Self Registration Video for additional guidance.

2. Click New User Registration
   - [Image of login page]
   - 3. SCHOOL CODE: **CSCADS** Enter your school code.
   - 4. Type the code from the image
   - 5. Click Continue
Register - Step 2

1. Complete all required fields
   - Student ID#
   - First Name
   - Last Name
   - Date of birth
   - E-Mail ID: Enter your culver.edu email or a valid email address
2. Click **Continue**. If you are prompted that “You are already registered,” Click **OK** and proceed now to **Activate Credentials**.
Register – Step 3

1. Complete the remaining 9 required fields and any others you’d like to complete.
   - Gender
   - Marital Status
   - Primary Sport
   - Class - *please choose year* (FRESHMAN - 5th YEAR SENIOR)
   - Address- International students enter College address.
     - Address – Street
     - Address – City
     - Address – State
     - Address – Zip
   - **REQUIRED!!** Mobile Phone

2. Click **Save**.

3. Once your registration is approved by the athletic department you will receive an email from no_reply@orchr.com with your login credentials. Be sure this address is enabled for incoming mail. Your required forms may not be available for you until tomorrow morning.
III- Portal Login

Login here using credentials provided/emailed to you.

If prompted, reset your password

Login here with your new password.

Change your User ID to your StudentID#. Login again with your new User ID and Password.
IV- Your Portal Account

1. Check that your demographic information is correct. Update Email Address, Phone Number(s), Birthdate and/or Address via the Demographic Changes menu option. Return home when complete to continue.
2. Complete/Update/Confirm Insurance Information using the NExTT PIC App. (Watch Video)
3. Complete/Update/Confirm Parent/Guardian Information (Watch Video)
4. Complete/Update/Confirm Emergency Contact Information (Watch Video)
5. Answer your Security Questions in case you forget your ID/Password.
6. Click the Forms link to access and complete your required forms. (ALL students – Annually)
   a. FORM A CONSENT/SIGNATURE
   b. FORM B MEDICAL HISTORY

Click the plus sign to add information to each of the Parents/Guardians and Contacts tabs. Complete all fields marked with a red asterisk (*) and Save .
Insurance

Install and use the NExTT PIC App from Google Play or App Store. Your card information will appear in your account within a few days. Here’s How.

Parent/Guardian Tab  Watch Video

1. Click the plus sign to add information for each parent/guardian. Information for least one (1) parent/guardian must be entered.
2. Complete all fields marked with a red asterisk (*).
3. Include at least one (1) valid phone number for each parent/guardian.
4. Save.
5. REPEAT steps 1-4 for EACH parent/guardian.

Contacts Tab  Watch Video

1. Click the plus sign to add information for each emergency contact. Information for least two (2) emergency contacts must be entered.
2. Complete all fields marked with a red asterisk (*).
3. Include at least one (1) valid phone number for each contact.
4. Save.
5. REPEAT steps 1-4 for EACH emergency contact.
V- Forms

Click on one of the Forms links to access and complete the following forms in your pending list.

ALL students – Annually

a. FORM A CONSENT/SIGNATURE

b. FORM B MEDICAL HISTORY

Complete all fields. Fields marked with a red asterisk (*) are required.

NOTE: If under the age of 18, your parent should be present and aware when signing forms that ask for a parent signature.

Scroll to the bottom and Save partially completed forms for completion later.

Successfully saved, partially complete forms reflect in your Pending List as Incomplete. Incomplete status also reflects forms with outstanding required answers.
Submit when complete. You **cannot** update the form after you click Submit.

Completed, submitted forms appear in your Completed List. Click the Description title to review your responses.
VI- Forgot Credentials

This feature only works if you’ve logged into your account before and you answered your security questions.

Watch Video

Open the applicable tab. Complete all required fields. Both options require answering your security question. Your credentials will be emailed to the email address on record.

1. Forgot Password – allows you to reset your password
   a. Enter User ID (If you don’t remember your ID move to step 2)
   b. Type the CAPTCHA – Click Continue
   c. Answer your security question
   d. Enter your preferred password, confirm it and click Change Password
   e. Login with your new password.
2. Forgot User ID – Have your ID and password emailed to you.
   a. Enter last & First name, Date of birth and the email address on file.
   b. Type the CAPTCHA – Click **Continue**
   c. Answer your security question
   d. Click Continue. Your User ID and Password are sent to your email ID.

**Proceed to portal login instructions.**