



## Portal Sign In / Create User Account

Ascension Parish Government

rev. 7/22

- The Parks and Recreation Citizen Portal Sign In page accepts a citizen's email address and password.

A screenshot of the "parks & recreation online portal" sign in page. The page has a white background with a light blue header. On the left, there is a navigation menu with links for "fitness classes", "adult leagues", "youth sports", "equipment rentals", and "facility rentals". Below the menu, there is a paragraph: "A single portal account gets you access to be able to register for classes and leagues (individual & team sport)." On the right, there is a "sign in" section. It includes a "Portal account" label, two input fields for email and password, a "Keep me signed in" checkbox, a blue "Sign in" button, and two links: "Can't access your account?" and "Don't have an account? Sign up now". The "Sign up now" link is highlighted with a red border. At the bottom of the page, there is a footer: "Tyler Parks and Recreation - 370 US Route 1 - Falmouth, ME 04105".

- If you do not have a user account, do so by clicking the '**Sign Up Now**' option.
- The portal will prompt users to complete profile information such as Full Name, Billing Address, Phone Numbers, and Email. **Ensure that you complete the profile to its entirety.**



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CONTACT DETAILS BILLING ADDRESS EMAIL CONFIRM

## Primary Contact Details

Please enter the contact details added after you have created your account.

\* Indicates required fields

first name\*  
Josey

middle name

last name\*  
Wales

Date Of Birth (mm/dd/yy)  
11/05/1977

Gender\*  
Male

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## Contact Address

\* Indicates required fields

Address Line 1\*  
13 Pale Rider Junction

Address Line 2

City\*  
High Plains

Zip\*  
77444

CONTACT DETAILS BILLING ADDRESS EMAIL CONFIRM

## Email

Please note that the email address will be used as your login id and a temporary password will be emailed.

\* Indicates required fields

Email Address  
no.name@drifter.com

confirm email address\*  
no.name@drifter.com

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- Once completing all fields, click **next** so that the information can be saved, and your new user account is created.
- You should receive an email confirming that your account was successfully created, that email will contain any instructions on completing the new account process.
- Sign in at any time as the portal is configured to allow invoice payments, view facility rental availability and more.