ManageMyID Instructions
Fall 2009
Creating an account

1. Go to http://managemyid.marietta.com (Note: the URL does end with .com)
2. Click on here

3. Fill out the registration form and click on Submit. (Note: Make sure the password does not include numbers.)
4. Once your registration is successful, you should receive an email with a link labeled **User Confirmation**. Click on that link.

![User Confirmation Email]

5. You should now be at the ManageMyID login screen. To log in, just enter your email address and your ManageMyID password and click on Submit.

![ManageMyID Login Screen]
Checking Your Account Balance

Once you log into your account, your account balance will be displayed. (Note: It doesn’t matter if there’s a balance associated with either printing or vending. As long as there’s money in the account, you can make printouts.)

Depositing to Your Account

1. If you want to add money to your account, click on Deposit to Account.
2. You then be asked how much you want to deposit. Choose an amount and click on Submit. (Note: You can only use a credit card to add money to your account.)

3. Enter your credit card information and click on Continue. A receipt will be sent to your email account.
4. If you need someone else to make a deposit for you (e.g. a parent), click on Invite to Deposit.

5. Copy the link shown on the Guest Invite Link screen. After you copy the link, go to your email account. DO NOT CLICK ON THE DONE BUTTON. Paste the link into the body of a new email and send the message to the person who will be making the deposit.