



## Registration Instructions

With your son or daughter's Lion ID Card handy, go to <https://sms.campuscardcenter.com/ch/login.html> and click on [Register Now].

### **Cardholder Registration Page: First section:**

1. **Card Number** - Enter the 16-digit ISO number (without spaces). It is located below the Student ID number on the front of the Lion Card.
2. **Security Code** - Enter the 3-digit number located to the right of the 16-digit card number.
3. **Last Name** - Enter your child's last name.  
These numbers can be: on the student's Lion Card, in an email sent from St. Mark's in early September, or by calling the Dean's Office at 508-786-6273.

### **Cardholder Registration Page: Second section:**

Enter **one** of the following (do not enter both):

1. **Student ID** – Enter The Student ID Number located under name on the front of the Lion Card **OR**,
2. **Date of Birth** – Enter Your child's birthdate in mm/dd/yyyy format
3. Click the Submit Button

### **Create User Profile Page: Complete the form as follows:**

1. Create your **username** – A valid username is one word without spaces or special characters.
2. Create your **password** – A valid password is at least 5 characters without spaces or special characters.
3. Re-enter your password to confirm
4. Select a **secret question** from the drop-down list and provide answer.
5. Enter your **email address**.

### **Cardholder Terms & Conditions Page: Upon review:**

1. Click "Yes"
2. Enter Initials
3. Click "Accept Terms"

### **Registration & Card Activation Successful Confirmation Page:**

Congratulations you have successfully registered your account. To access your account, click on "Click Here" to return to the login page and enter the username and password you just established.

**Having Trouble?** If you are unable to register or are having issues with the process you may contact the Lion Card Service Center at **1-866-762-5981**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at [lioncard@stmarksschool.org](mailto:lioncard@stmarksschool.org) for assistance.