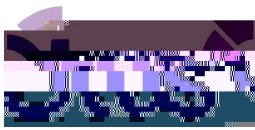
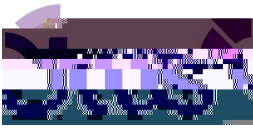


Go to my.otus.com

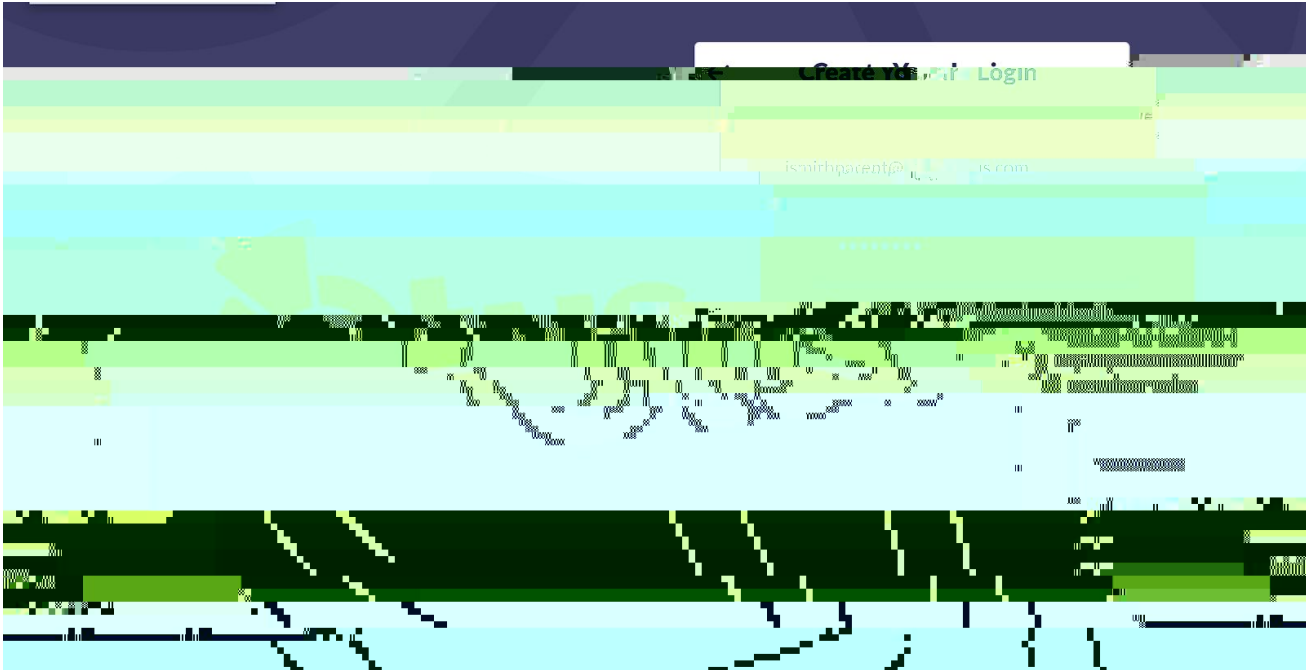
Click **Create a New Account**



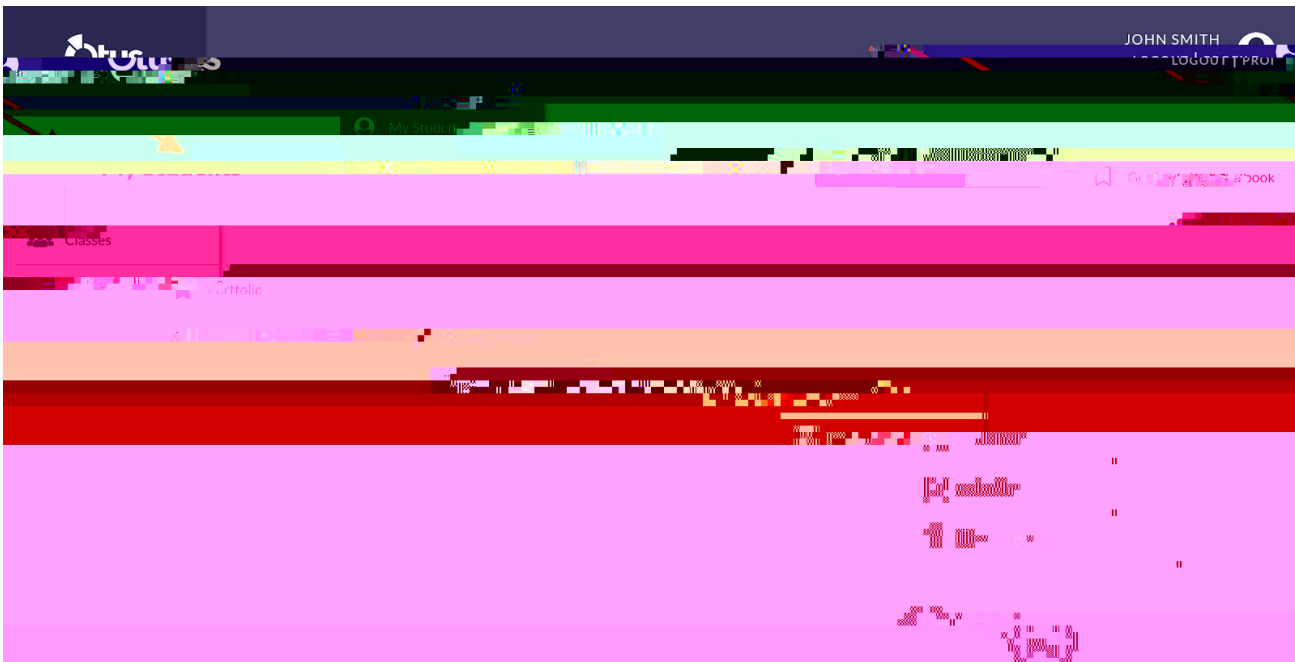


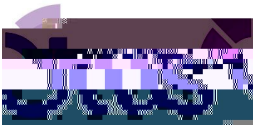


Create your login and click Finish!



Click ADD A STUDENT





Enter the STUDENT CODE. Choose your relationship to the student in the menu. Click DONE when complete.

A screenshot of a web form with a light blue header and a white background. The form is divided into two main columns. The left column contains several input fields with labels: 'STUDENT CODE', 'First Name', 'Last Name', 'Email', 'Phone', 'Address', 'City', 'State', and 'Zip'. The right column contains a dropdown menu for 'Relationship' and a 'DONE' button. A 'Cancel' button is located at the bottom left of the form. The form is set against a background of a blue sky and a green field.