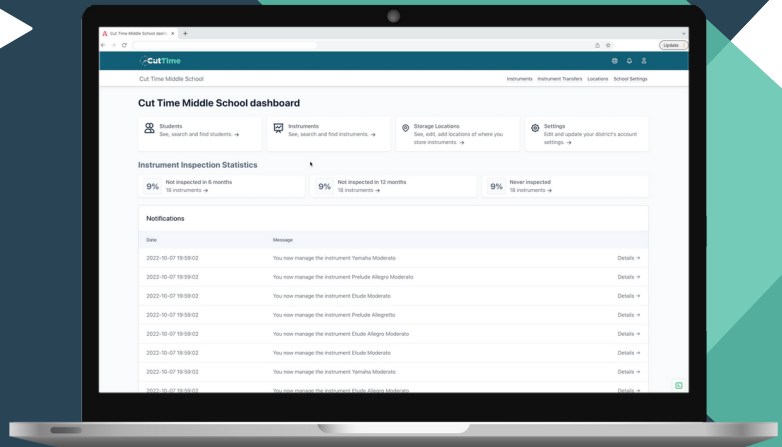




# ONBOARDING ACTIVATION GUIDE

FOR NEW CUTTIME CUSTOMERS



Your success is our success. We are pleased to begin the process of bringing you and your program onboard to the next generation version of CutTime. The onboarding process consists of three simple steps to get your district/organization's new account up and running in our next generation system.

**Let's get started - your Music Educators Toolbox awaits.**

## Your onboarding journey begins here.

### 1 Request and Activate your NEW User Account

Click on the button, "Click Here to Request NEW Account" below to send us a form confirming that your district/organization is ready to begin its transition over to a new CutTime account. We will send you an activation email from support@gocuttime.com. The activation link in the email expires after 14 calendar days. Be sure to monitor your spam folders and contact us at support@gocuttime.com if you need us to resend it.

### 2 Import your Program's Data

Once you're logged in, you can start exporting your data from the 'classic' CutTime system and importing it into our new system. Use our handy step by step import guides listed on the right side of this document. Be sure your data is up to date prior to importing.

### 3 Update your Schools and Add Users

You can also review your District's/Organization's schools and modify them as needed. Lastly, you will need to add authorized users that you want to access your new account (such as Teachers/Educators). Once added, they will need to click on the link in the activation email to access and begin using our system.

**Importing multiple types of data?  
Check out our detailed guides below.**



[Import Overview Guide](#)



[Instrument Import Guide](#)



[Music Library Import Guide](#)



[Student Member Import Guide](#)

[Guardian Member Import Guide](#)

Visit our Online Help Center if you need additional help or have a question about certain types of formatting. Attire Import Guide coming soon.

[CLICK HERE TO REQUEST NEW ACCOUNT](#)

Questions? Contact us at support@gocuttime.com