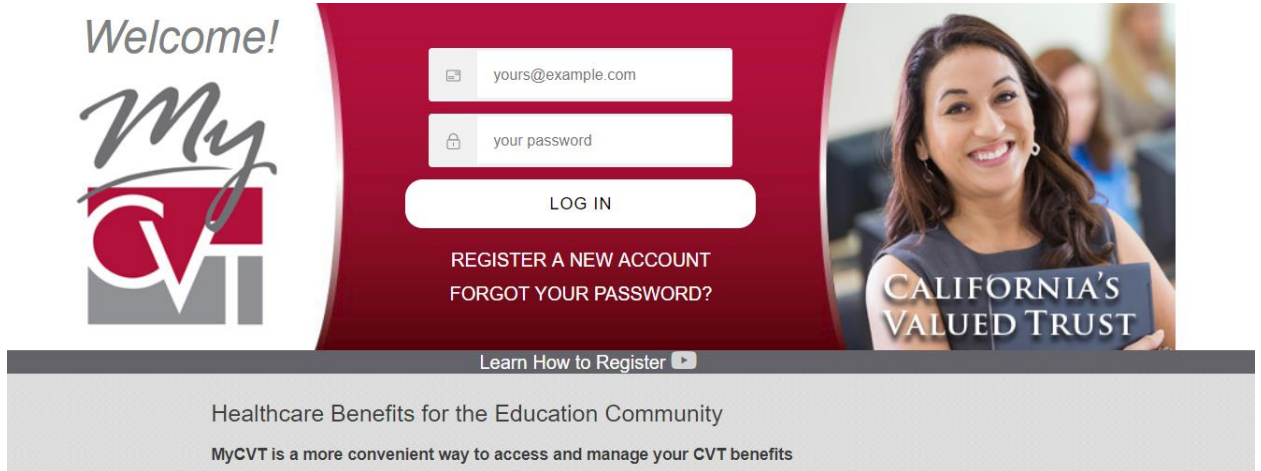


Creating your MyCVT Portal Account:

1. Go to <https://mycvt.cvtrust.org/>
2. Click on Register for a New Account



3. Enter all required information (Anything with an * is required)
 - a. WHEN CHOOSING AN EMAIL ADDRESS, PLEASE USE THE EMAIL ADDRESS YOU CHECK MOST OFTEN.
 - b. Make sure you record that email and password for future use.
4. When choosing a PASSWORD, please make sure you follow the password requirements

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Passwords must meet the following requirements:

- Password must have upper and lower case letters.
- Password must have at least 8 character(s).
- Password must have at least 1 digit(s).
- Password must have at least 1 symbol(s).
- Password must not contain their username.

Password *

Password compliance: _____

Confirm password *

Provide a password for the new account in both fields.

5. SCHOOL DISTRICT-Make sure you choose RED BLUFF UNION ELEMENTARY SD

Confirm *

School District *

- Select District -

- Pope Valley Union ESD
- Princeton Joint Unified SD
- Raisin City Elementary SD
- Ravendale-Termo Elementary SD
- Raymond-Knowles Union ESD
- Red Bluff Joint Union High SD
- Red Bluff Union Elementary SD**
- Reef Sunset Unified SD
- Rescue Union SD
- Richfield Elementary SD

6. There are FOUR choices to select for Employee Type:
- a. CERTIFICATED-Anyone who is credentialed through the CTC or a member of CTA
 - b. CLASSIFIED-Anyone who is support staff or a member of CSEA
 - c. MANAGEMENT-Anyone who is an Administrator or Supervisor/Management
 - d. TRUSTEE-this is for RETIREE'S only

7. Once you have filled out the form, please click on and read "Terms & Conditions", before checking the Accept Terms & Conditions of Use box

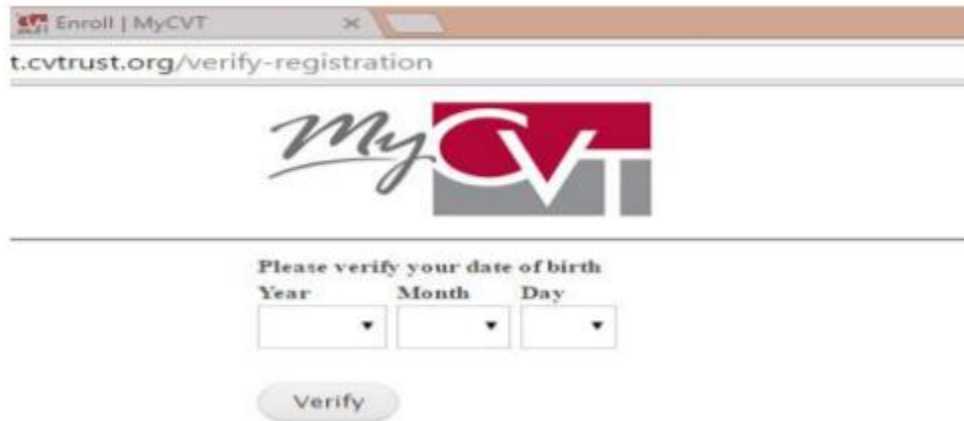
Terms and Conditions of Use

Accept Terms & Conditions of Use *

Create new account

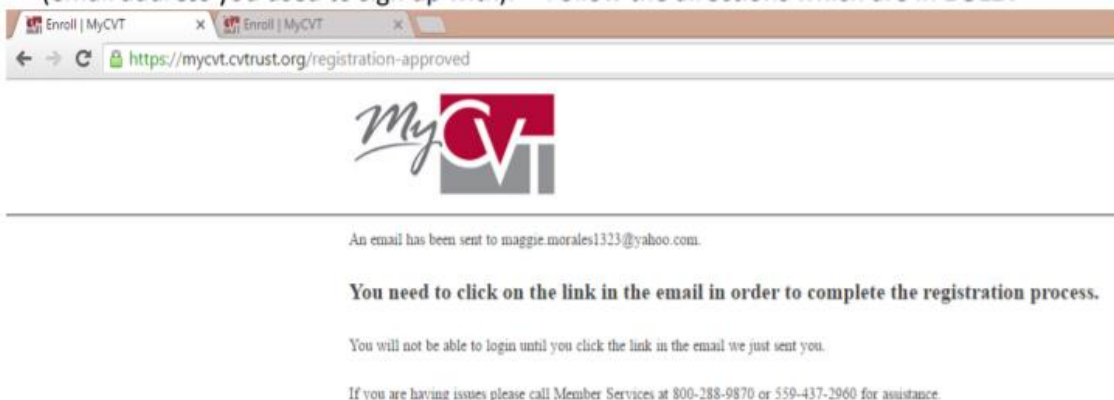
8. Click Create New Account button

9. Once you have clicked Create New Account, you will be directed to a screen that asks you to verify your DATE OF BIRTH. Please check this date for the correct information. Incorrect information can delay your coverage. Select “Verify” after you have entered your DATE OF BIRTH information



The screenshot shows a web browser window with the address bar displaying "t.cvtrust.org/verify-registration". The page features the MyCVT logo at the top. Below the logo, there is a section titled "Please verify your date of birth" with three dropdown menus for "Year", "Month", and "Day". A "Verify" button is located below the dropdowns.

10. After choosing “Verify” you will be taken to a screen that says “An email has been sent to (your entered email address).” Follow the directions which are in **BOLD**.



The screenshot shows a web browser window with the address bar displaying "https://mycvtrust.org/registration-approved". The page features the MyCVT logo at the top. Below the logo, there is a message: "An email has been sent to maggie.morales1323@yahoo.com." followed by instructions: "You need to click on the link in the email in order to complete the registration process." and "You will not be able to login until you click the link in the email we just sent you." At the bottom, there is a note: "If you are having issues please call Member Services at 800-288-9870 or 559-437-2960 for assistance."

11. You will receive an email confirmation from MyCVT with a subject line of Account Details for (email address) at MyCVT.

12. Click the blue link

<https://mycvtrust.org/user/reset/22320/1462817395/CNcgzJztjOLI7okjRzoiKabXA7Pbdt-HbPIWV898T0M>

13. If you are not directed to the above page and/or an error message is received, you can contact Member Services at (800)288-9870 and they can help resolve your issue.

PLEASE NOTE: IF YOU HAVE ANY QUESTIONS REGARDING PLANS AND THESE DIRECTIONS, PLEASE CONTACT RACHEL BENTLEY, HR COORDINATOR AT 530.527.7200, ext 113 or rbentley@rbuesd.org.