Pre-Registration Process on Webtrac:

1. Login to Fort Drum CYS Services Online (WebTrac) at
https://webtrac.mwr.army.mil/webtrac103/wbwsc/drumcyms.wsc/wbsplash.html

2. On the left hand side of the page, **select "Start New Registration"**

> ✓ You will create your "Username" and "Password" and input all required information and select "Finish" at the bottom of the page. After this page, you will have an opportunity to add in Family Members.

3. Once completed, a notification will be sent to Parent Central Services and they will import your household information into the Fort Drum CYS Services computer system. You will then receive an email that your household has been activated.

4. After receiving the e-mail regarding your activation, you can continue the registration process by completing and submitting forms. A checklist of required documents along with required fillable forms can be found under the **FORMS** tab on Webtrac.

    a. You can complete the forms and bring them with you during your face-to-face registration appointment **OR**

    b. You can complete them and upload them through WebTrac:

Uploading Documents through WebTrac:

Login to Fort Drum CYS Services Online (WebTrac) at
https://webtrac.mwr.army.mil/webtrac103/wbwsc/drumcyms.wsc/wbsplash.html

1. Login Using your Username and Password

2. Select "My Account", then "Document Upload" from the dropdown menu

3. Click the dropdown *arrow* next to "Family Member", and select the family member for whom you are uploading documents from the dropdown list.

4. The information in the blue box above shows you the acceptable file types to upload.

5. Enter a description of your file, Ex: Peter's Shot Record

6. Click "Browse", to locate the file on your computer you want to upload, and select it. You may only select one file at a time.

7. All three fields on this sheet must be filled out before you can proceed.

8. Finally, click "Upload". When your file is finished uploading, you may select "Upload another file?" or "Finished".

Once the forms are completed and submitted, a member of the staff from Parent Central Services will contact you to set up an appointment to come in and complete your registration. At this time, they will be able to tell you more about our programs and help you get your children enrolled in activities.

<u>Re-Registration Process:</u>

1. Go to drum.armymwr.com and select "CYS Services".

2. Next page, select" CYS Services" again.

3. Go to the middle of the page (blue blocks) and click on "Registration and Forms"

4. Go to item 2. and select "Registration Checklist", at lower third of page you will find "Annual Re-registration" these are the items you will need.

5. Follow steps starting at 4.a. under Pre-Registration