

To register for [DHSP Online programming](#), DHSP is using an online registration system called Trax Solutions. Please see the steps below to help guide you through the online registration process. If you prefer not to submit your registration online or would like assistance with the registration process, please call 617-349-6200 or email [askdhsp@cambridgema.gov](mailto:askdhsp@cambridgema.gov).

*If you have not registered for programs using Trax before, you will need to create a Trax Online Account in order to register for programs. If you already have a Trax Online Account, you can skip to step 3: To Register for DHSP Online.*

### 1. To Register for a New Account

1. Click "REGISTER." You will be asked to create a new account. The account holder should be the Primary Guardian or Head of Household for the child you're looking to register. Follow the instructions and then click "NEXT".
2. You will be notified that your submission was successful. Click "OK" and check your email for a confirmation message from DHSP-Online@traxsolutions.com with the subject "Welcome to Trax Online." Please note that you may need to monitor your spam folder.
3. Click on "Click here to confirm your email address and activate your account." This will open in a new tab and take you back to the Trax online website. Create a password for your account and then click submit. Passwords must have at least: six characters, one digit, one uppercase character and one non-letter or non-number character (e.g., !@&\*^).
4. You will then be asked to fill out your Account Information. Add the information for the adults in your household. Questions with an asterisk (\*) are required and must be filled in to submit the form.
5. Once you finish, click "COMPLETE." You will see a message that says "Success." Click "OK."

### 2. To Add Children to Your Household

1. Click on the three white bars in the top left corner of your screen and select "MY ACCOUNT."
2. In the "Account Members" section, click on the box that says "ADD NEW PERSON."
3. Fill out the information for your child and click "ADD NEW MEMBER."

### 3. To Register for DHSP Online

1. Click on the three white bars in the top left corner of your screen and select "ACTIVITIES."
2. Choose the grade band for the child you want to register and click "Select."
3. You will be prompted to select which family member you want to sign up for that membership. Choose your child and click "NEXT."
4. This will take you to a Cart Summary page. Click "NEXT." You will be prompted to complete an enrollment form for your child. Questions with an asterisk (\*) next to them are required and must be filled in to submit the form.
5. Once you are finished with the form, click "NEXT". This will take you to the Check Out page. Click "COMPLETE." You will see a pop-up that says "Completed." Click "OK."
6. Check your email for a confirmation email from DHSP-Online@traxsolutions.com with the subject "Receipt."

*Congratulations - You have registered your child for DHSP Online! Within a week, you will receive an email from DHSP staff with a schedule of activities and log in information.*