

How to Register for the CYFD School Intake Portal

These instructions may be shared with school district employees only

1. Install Google Authenticator App on a smart phone. With the phone, scan the QR code on the website to sync with the App. You will have to use the Authenticator App every time you log onto the CYFD School Intake Portal. See link below for further details.
2. On a computer, go to this link: <https://apps.cyfd.state.nm.us/edu/>
3. Click "Register" at the bottom
4. Fill out the Registration Page
 - Your First Name
 - Your Last Name
 - Your School Email Address including the domain
 - Your School District
 - Create a password of your choosing
 - Minimum 8 Characters
 - Minimum of 1 Uppercase letter
 - Minimum of 1 Number
5. Verify your email address by clicking the link in the automated email sent to your school email address
6. Read the Warning of special circumstances. Proceed in making the report if your report does not contain any special circumstances mentioned.

Troubleshooting

You can find tutorial videos on our Youtube page "CYFD SCI"

- How to Register: <https://youtu.be/dincFyldjM4>
- How to Reset Your Password: <https://youtu.be/1PcH9yoEnXg>
- How to Navigate the Portal: <https://www.youtube.com/watch?v=n2Qcyuengyo>
- How to set up Google Authenticator: <https://ultimatesecurity.pro/img/2fa/2fa-registration.mp4>

Have Additional Questions?

Contact the Lead SCI Specialist, Monique Marsico

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