

Below are the steps to becoming an INTERNAL REQUESTER (school related activities only).

Please use this link to access the application:

<https://fs-cherrycreek.rschoolday.com/authentication/credential/login>



Cherry Creek School District

Username

Password

Login

Reset Password

Become a Requester

A blue arrow points from the left side of the page to the "Become a Requester" button.

VERY IMPORTANT: Please do not list your name in the first column under Your Organization Name & Info. This will delay the processing of your application, as it will appear to be an external application.

Please list the three or four-letter designation of your school as the client name, i.e.

XXX STAFF; please do not list your name in this field. Your name will be entered under the Contact Person section. We will add the insurance information. Please do not check the "I am requesting as a School Staff Member" box.

Cherry Creek Facilities Requester Registration Form

I am requesting as a School Staff Member **Please do not check this box. It will invalidate your application.**

Your Organization Name & Info

Organization/Client Name: *
YOUR SCHOOL'S LETTER DESIGNATION

Address: *
YOUR SCHOOL'S ADDRESS

City: *
YOUR SCHOOLS CITY

State: *
Colorado

Zip: *

Do you have Liability Insurance?:

Yes No

If so, Insurance Expiration Date: 

Liability Insurance Provider:

Upload Insurance Certificate

Attach File

Do you pay sales tax?

Yes No

Tax Exempt #:

Click on No insurance, No sales tax.

Create a username and password. The password must meet the requirements listed.

Please note that when you receive your Welcome email, your password is be listed as asterisks. If you do not remember your password, contact our office. The rSchool system does not reside on the CCSD server. The Held Desk cannot reset your password.

Contact Person - Your Name

First Name: *
YOUR FIRST NAME

Last Name: *
YOUR LAST NAME

Address (ONLY if different):
SCHOOL'S ADDRESS

City:

State:

Zip:

Office Phone:

Home Phone:

Mobile Phone:

Office Fax:

Please fill at least one of the phone fields.

Email Address: *
WORK EMAIL ADDRESS

Your email address must be in the format of name@domain.com

Desired Pin Number * (for Signing Agreements)
CCSD

Desired Login Information:

User Name:

This field is required.

Password:

This field is required.

Password Requirements

- 10 character minimum with
- uppercase letter
- lowercase letter
- number
- special character

I'm not a robot



Back to Login

Submit Registration Form