

Activating Your Web Account



Getting Started



To activate your account, you will need to have a THPRD account and your user ID.

If you have this information, proceed to the next slide and follow the instructions to activate your web account.

If you need assistance with finding your user ID, setting up a new THPRD account, or any other questions, contact any open THPRD center, or call our Administration Office at 503-645-6433.

If you don't have an account, its easy and free! Go here:
<https://www.thprd.org/activities/create-an-account>

Step 1:

Visit

www.thprd.org/portal/

Step 2:

Click “Activate web account”



Activate Web Account



Welcome to the myTHPRD Online Activity Registration System

Renew or Verify your THPRD Account

If you are rejoining us in person or have recently created an online account, please renew or verify your THPRD account. You can stop by any open THPRD facility to take care of this. Be sure to bring government issued ID that has your current address, or a photo ID with a utility bill that has your current address. Staff will be happy to help check your account status and update in a matter of minutes. Thank you for your support!

Thank you for your interest in signing up for THPRD programs.

To use our online class registration system, you must have an account with THPRD. [Creating an account is easy](#), and can now be done online. Lowest rates are provided for district residents, who support THPRD programs with property taxes.

- [Am I in District?](#)

Once online registration begins (see times above), you can access this system daily, around the clock, to sign up for a variety of recreational programs provided by THPRD.

Before you register, don't forget to:

- Login to myTHPRD to make sure you are logged in
- Verify that all household members are listed on your account

A screenshot of the myTHPRD login page. The page has a blue background and contains the following elements: the title "Login to myTHPRD", two input fields labeled "THPRD ID / Username" and "Password", and a "Login" button. At the bottom of the page, there is a link that says "Lost Password? • Recover Username Activate web account". A green arrow points from the text "Login to myTHPRD to make sure you are logged in" to the "Activate web account" link. The link is also circled in yellow.

Step 3:

Fill Out the “Activate My Web Account” Form



- Enter your THPRD Username (e.g., **A123456789** or **DOE070476J**)
- Fill in Hint Question and Hint Answer
- Enter email address and again to confirm
- Check the box for “I’m not a robot”
- Click “Activate My Account”
- A temporary password will be sent to the email entered. Check your spam or junk folder if not received.

Note: [click here](#) only works if you have an email already linked to your account.

Activate Web Account

Activate My Web Account

Welcome to THPRD Online Registration. Use this tool to add web access to your THPRD account. You must already have household account with THPRD. If you do not know your THPRD lookup, [click here](#).

THPRD Username / Lookup

Hint Question
Please select...

Hint answer

(20 character maximum; alphanumeric characters only)

Email address

Confirm email

THPRD will use this email address for lost passwords, class invoices, and occasional district announcements. You may opt out of district emails on the My Household page.

Subscribe to Tualatin Hills Today Newsletter
 The Tualatin Hills Today is a monthly email newsletter highlighting events and public meetings taking place in the district.

I'm not a robot  reCAPTCHA
Privacy - Terms

A temporary password will be automatically generated and emailed to the address specified.

Step 4:

Update temporary username and password



Activate Web Account

- With your temporary password (from email), return to www.thprd.org/portal
- Enter your THPRD ID / Username and the temporary password.
- You will be prompted to create and confirm a new password.
- After you change your password, the website will ask you to login again with your user created password.

Note: If this is your first time logging in and your username follows this format of letters and numbers: **DOE070476J**, the website will prompt you to change your username.

Once updated, you will need to log in again using your newly created username and password.

This screenshot shows the login page for myTHPRD. It has a blue background. At the top, it says "Login to myTHPRD". Below that are two input fields: "THPRD ID / Username" and "Password". A "Login" button is positioned below the password field. At the bottom, there are links for "Lost Password?", "Recover Username", and "Activate web account".This screenshot shows the "Change Password" page. It has a blue background. The title is "Change Password" with the instruction "Please change password for your security..". There are two input fields: "New Password" and "Confirm Password". A "Continue" button is located below the confirm password field.This screenshot shows the login page after a password update. It has a blue background. The title is "Login to myTHPRD". Below the title, it says "Password Updated - Please log in again". There is a link "<< Go to login page.". At the bottom, there are links for "Lost Password?", "Recover Username", and "Activate web account".

Step 5: Success!



Activate Web Account

- Your account home screen will look like the image shown on the right.
- If the website does not prompt you to change your THPRD username and you would like to do so, click the **Update Username** link towards the bottom.
- After changing your username, you will need to log in again using your new username and password.

The screenshot shows the myTHPRD online registration portal. At the top, there is a logo for Tualatin Hills Park & Recreation District and the text "myTHPRD - Online Registration". Below this, there are several navigation links: Class Search, Tennis / Pickleball Reservations, Shopping Cart, Pay Balance, Interest Lists, My Household (highlighted), Member Details, Emergency Contact & Medical Information, Aquatic & Tennis Levels, Current Registrations, Drop-In History, Invoice History, Pass Status, Assessments, Payment Tokens (highlighted), Manage Options, Add Credit Card, Gift Cards (highlighted), My Cards, Buy Passes, Youth League Registration, Adult Sports, Pay League Fee, Registration Help, Video Walkthroughs, Class Search & Checkout, and Advanced Search Options. On the right side, there is a welcome message: "Welcome to your online portal for THPRD" and "In this section of our website, you can:" followed by a list of actions: Search and register for classes & activities, View current registrations, View/Print invoices, and View history of Drop-In activity. Below this, there is a section for "Cancellation and Refund Policies" and "Classes" with a list of conditions for refunds. At the bottom, there is a "Home" link, "Change Password", "Update Username" (highlighted with a green arrow), and "Logout".

TUALATIN HILLS
PARK & RECREATION DISTRICT
myTHPRD - Online Registration

Class Search
Tennis / Pickleball Reservations
Shopping Cart
Pay Balance
Interest Lists

My Household
Member Details
Emergency Contact & Medical Information
Aquatic & Tennis Levels
Current Registrations
Drop-In History
Invoice History
Pass Status
Assessments

Payment Tokens
Manage Options
Add Credit Card

Gift Cards
My Cards
Buy Passes
Youth League Registration
Adult Sports
Pay League Fee

Registration Help
Video Walkthroughs
• Class Search & Checkout
• Advanced Search Options

Home
Change Password
Update Username
Logout

Welcome to your online portal for THPRD
In this section of our website, you can:

- Search and register for classes & activities
- View current registrations
- View/Print invoices
- View history of Drop-In activity

Cancellation and Refund Policies

Classes

- To receive a refund, you'll need to cancel at least
- If you cancel fewer than five days before the clas
- If you cancel more than twice in a term (per regis

Camps

- Each camp requires a non-refundable deposit of but are non-refundable.
- A camp must be canceled at least 14 days in adv

>> [Click here to read complete policy.](#)

Questions?

Administration Office
503-645-6433

Monday through Friday
8:30 AM to 5:00 PM

Or call any open THPRD facility



Online Account Tips:

- Usernames are not case sensitive; however, passwords are case sensitive.
- Please check your browser's autofill settings before signing in, as incorrect autofill information can prevent you from logging in successfully.
- Your complete invoice history is available in the menu under:
 - **My Household > Invoice History**
- Emergency contact and medical information can be found here:
 - **My Household > Emergency Contact & Medical Information**