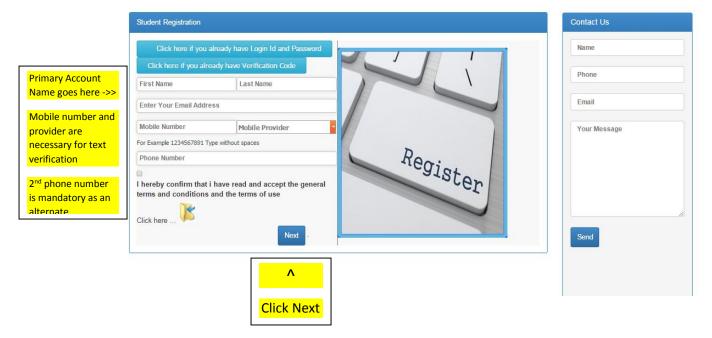
Parent Portal Manual

Thank you for using our Parent Portal! This Portal will allow you to keep up to date with your schedule of classes, view your open and paid invoices, pay an invoice online plus subscribe to get email and/or text alerts for events such as emergency school closings and holidays.

The first step is to register online from your school's website. If you are already enrolled in classes at the school, you must contact your school admin to get a login and password.

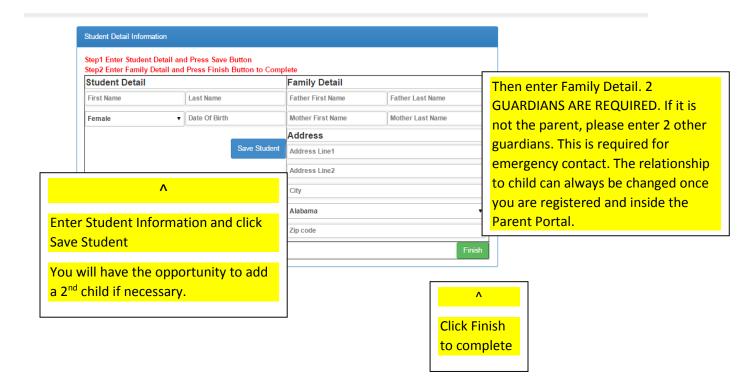
To Register Online: Clicking from your school's website will bring you to this page.



After clicking Next - The Verification page will display. You will receive a **verification code** to **the mobile number** you provided as long as you typed it correctly and chose the correct provider. If you did not, please check the email you provided as the verification code will also be sent to your **email address**.

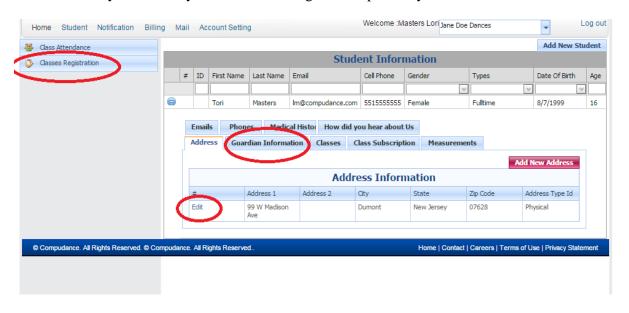


The Student Detail page will display:



Once you complete the initial registration process you will receive an email with your temporary password and link to access the Parent Portal!

Once you are logged in, you will see a screen similar to this with your student and guardian information. If you made any mistakes in the registration process you can Edit here.

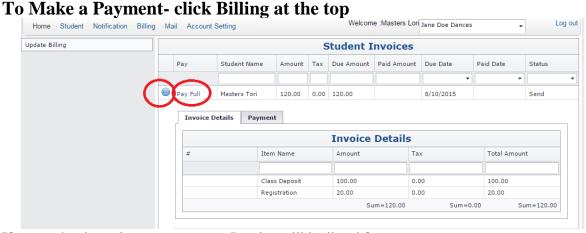


To SELECT CLASSES – click Class Registration

Your School's classes will display. Utilize the search options at the top of the page to find the class(es) you are looking for. Searches are available by **CLASS NAME – CLASS CODE – and/or CLASS TYPE. The open white box under the Column header are searchable fields**Once you find the class or classes click the check box on the right. Enter your registration date (start date) on the bottom and **CLICK REGISTER.**

| Available School Classes | | | | | |
|------------------------------|--------------------|---------------|-------|-----------------|--|
| Class Name | Class Code | Class Type | Color | available seats | |
| | | | • | | |
| Company B | Company | Combo | | 9 | |
| Jazz 7-10 Thur 6-7 | Fall - Rec | Jazz 10 under | | 13 | |
| Ballet 10-12 Thur 5 | Fall - Rec | Ballet 11+ | | 16 | |
| Modern - Teen Wed | Summer | Teen | | 27 | |
| Holiday | Holiday | Holiday | | 499 | |
| School closed | Event | Event | | 499 | |
| Lyrical Thur 8:30 | Summer | Teen | | 26 | |
| Ballet/Jazz 5-6 yr Tues 5 | Fall | Combo | | 15 | |
| Adv Jazz Co Tue 8 | CO - By Evaluation | Company | | 15 | |
| Ballet/Tap 3-4 Wed 4 | Fall | Combo | | 14 | |

After selecting Classes – your school MAY REQUIRE payment to be made in order to Secure your registration in Class. If your School REQUIRES payment, an Invoice will be generated that you can pay for at this time.

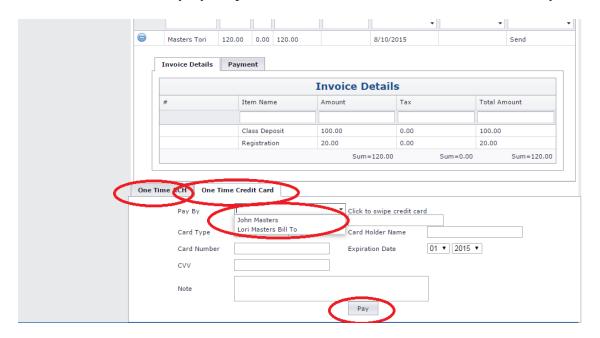


If your school requires a payment an Invoice will be listed for you to pay.

Click the Plus sign to see the Invoice detail. Click Pay Full to pay the Invoice.

Your exact screen will be determined by the Payment Options your School accepts

Make sure to select the Pay By Dropdown and fill in all the information, then Click Pay



To Save your Payment Information

for Future Auto-Pay by the school – or future payments to be made by the school:

click Update Billing



Your Family name will display – click the PLUS Sign for more information and enter your Payment Information. Again , the Payment options available are determined by the type of payments your school accepts.



To Change your Password:

Click Account setting at the top and Select Reset Password

Your new Password MUST contain

Password have to be 6 to 20 characters string

- (1) with at least one digit,
- (2) one upper case letter,
- (3) one lower case letter and one special symbol @#\$%

ONLY special characters @#\$% are allowed

To View your Schedule on the Calendar

Click Home Page

Go to the month you are beginning class and you will see your schedule listed right on the calendar.

