

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.

The screenshot shows the 'Student Registration' form. On the left, there are three yellow callout boxes: 'Primary Account Name goes here ->>' pointing to the 'First Name' field, 'Mobile number and provider are necessary for text verification' pointing to the 'Mobile Number' and 'Mobile Provider' fields, and '2nd phone number is mandatory as an alternate' pointing to the 'Phone Number' field. The form includes fields for 'First Name', 'Last Name', 'Enter Your Email Address', 'Mobile Number', 'Mobile Provider', and 'Phone Number'. There are also checkboxes for 'I hereby confirm that i have read and accept the general terms and conditions and the terms of use' and a 'Next' button. A large keyboard graphic with a 'Register' key is overlaid on the right side of the form. To the right of the registration form is a 'Contact Us' section with fields for 'Name', 'Phone', 'Email', and 'Your Message', and a 'Send' button. Below the registration form, there is a yellow box with an upward arrow and the text 'Click Next'.

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 screenshot shows the 'Student Registration Verification' page. It has two input fields: 'Enter Mobile Number' and 'Enter Verification code that was sent to your Mobile and Email'. A red arrow points to the 'Enter Mobile Number' field, and another red arrow points to the 'Next' button. A large keyboard graphic with a 'Register' key is overlaid on the right side of the form. To the left of the verification form, there is a yellow box with the text: 'Enter your mobile number EXACTLY as you entered on the previous page so the system finds you. Then Click NEXT.' To the right of the verification form is a 'Contact Us' section with fields for 'Name', 'Phone', 'Email', and 'Your Message', and a 'Send' button.

The Student Detail page will display:

Student Detail Information

Step1 Enter Student Detail and Press Save Button
Step2 Enter Family Detail and Press Finish Button to Complete

Student Detail		Family Detail	
First Name	Last Name	Father First Name	Father Last Name
Female	Date Of Birth	Mother First Name	Mother Last Name

Save Student

Address

Address Line1

Address Line2

City

Alabama

Zip code

Finish

Enter Student Information and click Save Student

You will have the opportunity to add a 2nd child if necessary.

Then enter Family Detail. 2 GUARDIANS ARE REQUIRED. If it is not the parent, please enter 2 other guardians. This is required for emergency contact. The relationship to child can always be changed once you are registered and inside the Parent Portal.

Click Finish to complete

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.

Home Student Notification Billing Mail Account Setting Welcome :Masters Lori Jane Doe Dances Log out

Class Attendance

Classes Registration

Add New Student

Student Information

#	ID	First Name	Last Name	Email	Cell Phone	Gender	Types	Date Of Birth	Age
		Tori	Masters	lm@compudance.com	5515555555	Female	Fulltime	8/7/1999	16

Emails Phones Medical History How did you hear about Us

Address Guardian Information Classes Class Subscription Measurements

Add New Address

Address Information

#	Address 1	Address 2	City	State	Zip Code	Address Type Id
Edit	99 W Madison Ave		Dumont	New Jersey	07628	Physical

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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**.

Register for Classes

Available School Classes

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

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Registration Date:

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.

To Make a Payment- click Billing at the top

Home Student Notification Billing Mail Account Setting Welcome :Masters Lori Jane Doe Dances Log out

Update Billing

Student Invoices

Pay	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Paid Date	Status
<input type="button" value="Pay Full"/>	Masters Tori	120.00	0.00	120.00		8/10/2015		Send

Invoice Details

#	Item Name	Amount	Tax	Total Amount
	Class Deposit	100.00	0.00	100.00
	Registration	20.00	0.00	20.00
		Sum=120.00	Sum=0.00	Sum=120.00

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

The screenshot shows a payment interface with the following elements:

- Invoice Details Table:**

#	Item Name	Amount	Tax	Total Amount
	Class Deposit	100.00	0.00	100.00
	Registration	20.00	0.00	20.00
Sum=120.00		Sum=0.00	Sum=120.00	
- Payment Section:**
 - Tabs: **One Time ACH** (highlighted), One Time Credit Card
 - Pay By: **John Masters** (highlighted dropdown)
 - Card Type: **Lori Masters Bill To** (highlighted)
 - Card Holder Name: [Empty field]
 - Card Number: [Empty field]
 - Expiration Date: 01 / 2015
 - CVV: [Empty field]
 - Note: [Empty text area]
 - Pay** button (highlighted)

To Save your Payment Information

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

click Update Billing

The screenshot shows the 'Student Invoices' page with the following elements:

- Navigation Bar:** Home, Student, Notification, Billing, Mail, Account Setting. Welcome: Masters Lori Jane Doe Dances. Log out
- Update Billing:** Link circled in red in the left sidebar.
- Student Invoices Table:**

Pay	Student Name	Amount	Tax	Due Amount	Paid Amount	Due Date	Paid Date	Status
Pay Full	Masters Lori	120.00	0.00	120.00	120.00	8/10/2015	8/10/2015	Paid
- Footer:** © Compudance. All Rights Reserved. Home | Contact | Careers | Terms of Use | Privacy Statement

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.

The screenshot shows the 'Family Billing Account' page with the following elements:

- Navigation Bar:** Home, Student, Notification, Billing, Mail, Account Setting. Welcome: Masters Lori Jane Doe Dances. Log out
- Family Billing Account Table:**

#	Family Id	Family Name	First Name	Lastname	Address 1	Address 2	City	State	Zip Code
+	5610	Masters	John	Masters	99 W Madison Ave		Dumont	New Jersey	07628
- Payment Options:**
 - Credit Card Family Account** (selected)
 - ACH Family Account**
- Payment Information Table:**

#	CardHolderName	Card Number	CC Expiration Month	CC Expiration Year
Edit			08	15

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.

