

PARENT PORTAL GUIDE



THIS WILL BE THE MAIN SCREEN YOU WILL SEE. YOU HAVE MANY OPTIONS TO CHOOSE FROM!

PLEASE SEE INSTRUCTIONS ON NEXT PAGE TO SEE WHAT EACH ICON WILL DO FOR YOU.



REGISTER FOR CLASSES – If you are registering your child for classes, select the Icon



You will be sent the next screen titled “Class Registration” and have an option to “Add a Student” or view what classes your child will be able to enroll in based on age

***If you’d like to review what current classes your child is taking, select the top, drop down option “Account” → “Students” → new screen will show titled “My Family” and you’ll be able to see what current classes your child is enrolled in.**

- You will be able to see as well current balance due for tuition
- You also have the option on the same page of “My Family” to register for additional classes and/or pay for tuition/registration
- The “Manage Student” Icon will take you directly to “My Family” page providing you the same options as mentioned above

To make a payment towards your tuition/registration select:



You will be prompted to the next screen which will show you:

- Statement “View”
- Online payment options
 - “Pay Balance for all students”
 - Pay for all overdue items
 - Other
- It will show you your child(ren)’s name & current balance

To review your Dance Studio waiver forms select:



- After reviewing each waiver/ policy and procedure, select “I agree to the terms and conditions” and select

Under “Account Setting” you are able to:

- Change Password
- Pay Online
- Payment History (review)
- Update your phone number/e-mail/address

Under calendar



You can review the current class schedule of your student (if class is cancelled or on break)