

Parent Portal first time user steps (Brookfield classes only):

1. Create account
2. Fill in the fields listed for parents/guardians
3. Click on "Create Account"
4. Read through the Policies/Procedures
5. Click box to acknowledge and agree to the Policies and Procedures
6. Read through the Waiver of Liability
7. Click box to acknowledge and agree to the Waiver of Liability
8. Read through the Billing Authorization
9. Click box to acknowledge and agree to the Billing Authorization
10. Click the red button "I acknowledge and agree to all policies"
11. Fill in the fields for the child taking classes
12. Click "Save student"
13. If you have another child to add, click on "Add another Student" and repeat steps 11 & 12
14. Click on "Enroll in Classes"
15. Fill in the class filters to help narrow your search
16. OPEN will appear next to classes that still have available spots
17. FULL will appear if the class has no spots. You can contact the office to be added to be put on a wait list.
18. To select a class, click on "Submit Request"
19. Click on "Continue Enrollment"
20. Click "Add to Cart"
21. Click "Proceed to Checkout"
22. Click "Continue"
23. Click "Complete Transaction"
24. The office will process the request, and you will receive an email confirming your class request. At this time you will see the amount owed, and you will be able to make payments online.

Payments:

After you have received confirmation of enrollment, you will be able to make payments. Select Payments on the left side menu to add payment information and make payments.