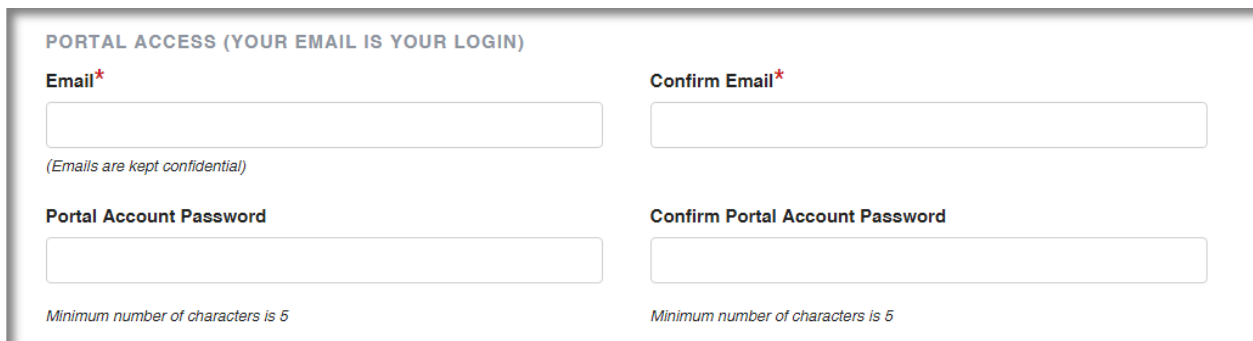


Monroe Street Arts Center Online Registration Guide

New Registration:

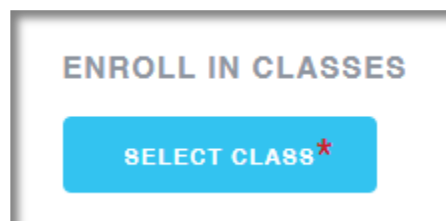
- When viewing the class table at www.monroestreetarts.org click the Register link to bring up the Registration Form.
- Fill out the fields as described.
- The primary contact will be asked to have an email address and password assigned to their account for Portal access.



PORTAL ACCESS (YOUR EMAIL IS YOUR LOGIN)

Email*	Confirm Email*
<input type="text"/>	<input type="text"/>
<small>(Emails are kept confidential)</small>	
Portal Account Password	Confirm Portal Account Password
<input type="text"/>	<input type="text"/>
<small>Minimum number of characters is 5</small>	<small>Minimum number of characters is 5</small>

- Once all required fields have been completed, click Select Class if your class is not already displayed under “Enroll in Classes”.



- This will open a new screen allowing you to search available classes and see their schedules. You may filter these results by clicking the “magnifying glass” icon in the top right corner.



- Click the class title to select the class for registration. You will see this class added to your registration form. Please repeat this process as needed until all desired classes have been added. *Note: additional classes may be registered for at any time in the future as well.
- If needed, additional students may be added by clicking the “Add Another Student” button.



- Additional classes may be added by clicking the “Select Another Class” button.



- At the bottom of the form, you will find our Required Policies and Agreements. Read through each item and click the box in the following button to agree.



- Continue through Registration to provide payment information. If a payment schedule is desired, please note the options from the drop down. When you're ready to submit, please click “Submit Registration”.

SUBMIT REGISTRATION

Returning Customer Registration:

- If you have already registered your family and would like to enroll a student in classes, please use the “Already a customer?” link.

[Already a customer? Click here to login.](#)

- You will then see the Portal Login which may be accessed using the email and password set up during the first time registration.

To access your secure account, please enter the Email Address we have on file for you along with your Password:

Email/Login ID:

Password:

[Forgot your password or need to get started?](#)

Resetting Portal Login:

- When at the Portal login please click the Forgot Password link and enter the email address associated with your Family.

[Forgot your password or need to get started?](#)

Portal Account Access Help

Enter your email address below to have a fresh password sent to you. If you do not know which email address we have on file for you, please contact our office.

Email:

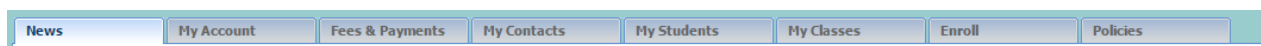
- JR Video Tutorial:
http://www.jackrabbittech.com/Videos/JR_End_User_Portal_070212/JR_End_User_Portal_050912.htm

Menu Navigation:

- After logging into the Portal, use the “I want to” drop down menu at the top of the page to navigate through the portal.

I want to:

Tab Navigation:



Navigate through each of these tabs to make changes to your account. The following options are available under each tab:

- My Account: Change your user ID & password, update address, emergency contact info, set automatic payment preferences, and update credit card information.
- Fees & Payments: View recent transactions on the account and make a payment.

- Contacts: Update email, phone numbers and addresses on the account.
- My Students: View current enrollment for each child, update students and add siblings.
- My Classes: View current enrollment and future enrollment for each student.
- Registration: Register for a class. Once you submit your online registration, MSAC will review your registration. You will receive a statement in your email of the charges and your credit card will be charged.