



Current Student Parent Portal Set-up Instructions

As a registered student you can use the Parent Portal Login to create and manage a Family Account.

Please Note: You Must Use Google Chrome - Do Not Use Internet Explorer

Instructions for Creating a Family Account:

1. Go to www.hathawayacademyofballet.com - Click the Current Students button
Your login is the email address was used for registration.
Temporary Password: **Dance#16** use this password to log in (unless you have previously changed it)
2. Log in and agree to the terms and conditions.
3. **Reset Password:** click the **My Setting** tap on the left side of the screen to reset your password.
Note: In My Setting you can also update or edit your phone number and email address. Be aware that the edited email will become the default email address for your account.

To Enroll in Classes:

1. Select the **Enroll in Class** tab on the left side of the screen.
Note: If you have multiple students at the academy, there is a select student option at the top right of the screen where you can switch between your enrolled dancers (under the school's logo).
2. Select the season you wish to enroll.
3. Use the top row search boxes to find your desired class.
4. Click the checkbox to select the class(es) then click Register to submit.
5. After enrolling in classes, click on **Student** at the top (under the school's logo).

Add a Student or Sibling:

1. Select **Add New Student** on the left side of the screen.

Please fill out the School Questions tab and answer all questions (medical conditions, allergies etc.). It is important that you answer these questions

To switch between enrolled students, use the select student dropdown on the top right of the screen under the HAB logo.

To Make a One Time Payment:

1. Select the **Make A Payment** tab on the left side of the screen.
2. Select **Open Invoices**
3. Check the box next to the invoice(s) you wish to pay.
If you have already set up an ACH account with HAB you can use the Pay ACH on File tab to make a payment or edit your account information.
If you need to add an account, select the **One Time ACH** tab to setup a new ACH account.
4. Fill out your account information and select pay.
You will get a prompt asking **"Do you want to Pay?"** Select OK.
If the payment is successful you will get a payment confirmation pop up.
PLEASE NOTE: This does not keep your account information on file.

To Setup Auto Pay:

- 1 Select the **Setup Auto Pay** tab on the left side of the screen.
- 2 Under the ACH Family Account tab in the lower left corner select Edit.
- 3 Fill out your account information and Select update.
Important: Please email the studio at info@hathawayacademyofballet.com to let us know if you would like your ACH to process on the 25th prior to the beginning of the month or on the 1st of the month. This will allow us to place you in the correct payment date category.

The other tabs in the left menu are used for managing your account

Payment Options

Note

The monthly tuition will automatically calculate based upon the number of hours per week of enrolled classes. Your monthly invoice will be automatically generated on the 25th of each month.

After Enrollment and Registration has been approved an invoice will be emailed to you
Save; info@hathawayacademyofballet.com in your browser

Option 1: Monthly Online ACH Auto Pay Account – Set up Auto Pay account by clicking the **Save Payment Information for Auto Pay** button (if you have not already done so). Enter your Bank Account Routing and Checking Account number located at bottom of your checks. An invoice of Registration Fee and 1st Months Tuition will automatically be created and deducted from your checking account. All the following recurring monthly tuition payments will be processed on the 25th prior to the next month's tuition due date.

Option 2: One Time Online ACH Payment – After your class selection has been approved an invoice will be emailed to you. In your Parent Portal account go to the **Make Payments** Enter your bank account routing number and account number which are located on the bottom of your checks and click **Pay** – or you can go to **Family Bill Pay** tab and select the **One Time ACH** button. Enter your bank account routing number and account number which are located on the bottom of your checks and click **Pay**.

Option 2: Pay Monthly by Check or Cash – After your class selection has been approved an invoice will be emailed to you. Come to the office and submit payment to complete registration.

Option 4: Half Year or Full Year Payment – when you receive your invoice, respond that you would like to pay either the half year or full year payment option. The office will send you a revised invoice that will include the appropriate discount. All above payment options apply to this half year and full year tuition payments

A \$25 late fee is applied if payment is not received by the end of the first week of each month.