

SET UP YOUR ONLINE FAMILY PORTAL

Instructions

1. Go to our website
2. Click on **FAMILY PORTAL** in the upper right hand corner of the homepage
3. Email/User ID: use the email you provided to us when you registered online
4. Click on **I DON'T KNOW MY PASSWORD**
5. Follow the remaining instructions

Once you have set your new password and login information, you may start using this powerful feature on our website to access and manage your account from the convenience of home – 24/7!

Use the MENU BAR in the FAMILY PORTAL to do the following:

MY ACCOUNT

- you can change your USER ID and PASSWORD to something you can easily remember
- choose your PRE-AUTHORIZED DEBIT method of payment (from your bank account or your credit card)

FEES & PAYMENTS

- review your account transactions from the convenience of home
- see what you owe and what you've paid at any time
- MAKE PAYMENTS ONLINE using your CREDIT CARD from the convenience of home
- you don't have to pay in person or wait in lines any more!
- safe, secure and easy!
- all information is printable for your tax purposes

OTHER

- review or change your contact and general information
- enroll in classes!
- review our studio policies

Please help us help you by getting used to working with your FAMILY PORTAL, as we move towards more efficient and automated (and more GREEN) administrative work.

Thank you!

The following is what the FAMILY PORTAL looks like:

SDA Family Portal

I want to:

You are logged in as

[Signout](#)

[News](#) [My Account](#) [Fees & Payments](#) [My Contacts](#) [My Students](#) [My Classes](#) [Registration](#) [Policies](#)

Kim Messages

No current messages

General Announcements

Welcome to your FAMILY PORTAL! Use the MENU BAR above to do the following:

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OTHER

- review or change your contact and general information
- enroll in classes!
- review our studio policies, so you don't forget

Please help us help you by getting used to working with your FAMILY PORTAL, as we move towards more efficient and automated administrative work.

Thank you!

Please enter your method of PRE-AUTHORIZED DEBIT (from bank account OR credit card) in the MY ACCOUNT page.

Province /State fields must be entered as TWO LETTERS.

Remember that 10 EQUAL MONTHLY INSTALLMENTS will be withdrawn on the 1st of every month (September-June):

SDA Family Portal

I want to:

You are logged in as [Signout](#)

[News](#) [My Account](#) [Fees & Payments](#)

[My Contacts](#) [My Students](#) [My Classes](#) [Registration](#) [Policies](#)

Account
Balance:

Address Line 1:

Home Phone:

Address Line 2:

Emergency Contact Info:

City:

Registration Date: 6/23/2010

State/Province: Postal/Zip Code:

Payment Method: Credit Card Bank Draft

Credit Card Information:

Name as it appears on card:

Card Type:

Card Number: [Change](#)

Card Expiration Month: Exp Year:

Billing Address:

Address Line 1:

Address Line 2:

City:

State/Province: Postal/Zip Code:

eCheck/Bank Draft:

Bank Name:

Bank Routing Number: [Change](#)

Your Account Name: (Your name on your bank statement)

Your Account Type:

Account Number: [Change](#)

You can access, review and make payments to your account 24/7 in the FEES & PAYMENTS page:

SDA Family Portal

I want to:

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[News](#) [My Account](#) [Fees & Payments](#) [My Contacts](#) [My Students](#) [My Classes](#) [Registration](#) [Policies](#)

Balance:
49.00

Showing last 1 transactions. [Search by Date](#)  [Print Transactions](#)
Date Type SubType Student Class Note Payments Charges HST

06/23/2010 Tuition Fee **ADULT HipHop (19yrs+)**

[Make a Payment](#)

Current Balance: 49.00 Current Payment Method: [Credit Card](#)

ATTENTION: No Payment information has been setup on your record. Please enter required credit card payment information first! Click the [My Account](#) tab.

Payment Amount:

Credit Card Information:

Name as it appears on card:

Card Type: Card Number:

Card Expiration Month: Exp Year:

CVV Code: * Required (3 or 4 digit security code)

Use your PORTAL to enroll in classes in the REGISTRATION PAGE.

Remember to click on and choose the appropriate SESSION.

As well, review our terms & conditions in the POLICIES page:

SDA Family Portal

I want to:

You are logged in as [Signout](#)

[News](#) [My Account](#) [Fees & Payments](#) [My Contacts](#) [My Students](#) [My Classes](#) [Registration](#) [Policies](#)

Click on one of the fields below to view a list of classes.

When viewing a list of classes, click on a row to view the details of a class and register students.

Location: Session: Instructor:

Category1: Category2: Category3:

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We hope you take full advantage of the convenience and organization of your FAMILY PORTAL.