

Northshore Christian Academy

A Ministry of Northshore Christian Church

5700 – 23rd Drive West ~ Everett ~ WA ~ 98203

Phone: (425) 407-1119 Fax: (425) 322-2386

www.northshorechristianschools.org




How to use the iClassPro Parent Portal

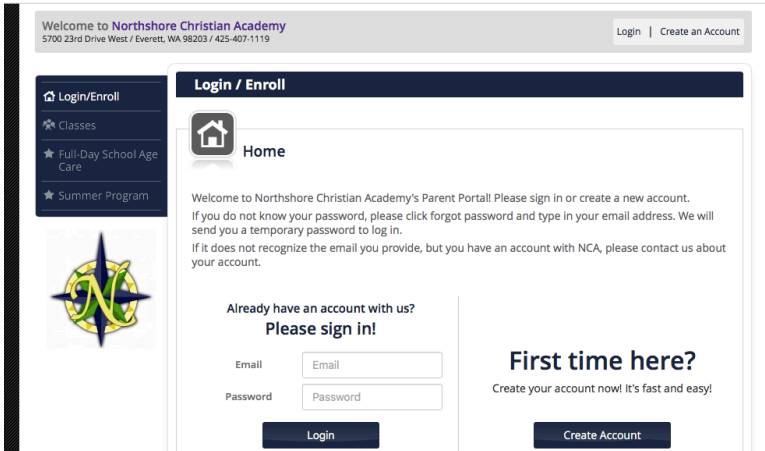
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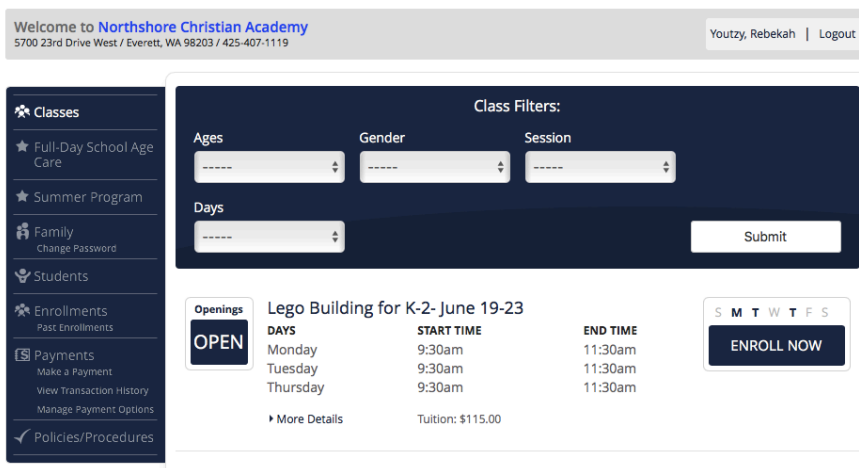
How to login to your Account/Parent Portal

Member Login Screen

1. From the www.northshorechristianacademy.org, click on  under Extended Care, NSAE Classes, Summer Program pages.
2. The following Login/Register Screen will appear.



3. Using your email address and password, login to your Account (also referred to as the Parent Portal).
4. If you have forgotten your password, click on [Forgot Password?](#) link provided under the Member Login Boxes. Or if you have not created an account yet, use the ["Create Account"](#) link provided.
5. When you have logged in successfully, you will see your name appear in the upper right hand corner of the screen and a list of current classes will appear (example shown below).
6. Depending on the program you would like to enroll your child in, use the navigation system to the left. Options are Classes for NSAE Classes, Summer Program, Full-Day School Age Care.



- a. If the button says ENROLL NOW you can simply click ENROLL NOW and verify enrollment to be placed in the

NSEA class, Summer Program, or Full Day School Age Care.

- b. If it is FULL you will see a WAIT LIST button, click the button to be added to the waitlist. This will put you in line if a spot becomes available.

Now that I am logged in, what can I do with my account?

Family – Update your Family Information

- 1. Update your Family Information → Click on Family (left menu bar).

- 2. You can change your password, by clicking on the “Change Password” under Family in the Menu Bar.
- 3. You can add or update the following family information under Family.
 - Responsible Parties, Emails, Phone Numbers, Address

Student – Update your Student Information

- 1. Update your Student Information → Click on Student (left menu bar).

- 2. Edit your student information by clicking on the [Edit](#) button to the right of the student’s name.
- 3. It is important that all your student’s information is up to date and correct. You can add or update the following family

information under Student.

- Name, birthday, gender, hospital/clinic preference, insurance carrier/number, policy number, physician name, physician phone, allergies/special health concerns

4. You can also “Create a Student”. If you have another child that was not added when you originally created your account, this can be done from this menu option as well. Click on Student from the menu on the left and “Add Student” (shown below).

Enrollments

Choose Enrollments in the left menu bar to see what NSAE classes, Summer Program, or Full-Day School Age Care your student is currently enrolled in. If you would like to enroll in more classes, use the left tab and click on Classes, Full Day School Age Care, or Summer Program.

Student	Type	Name	Times	Start	Drop	Action
No Enrollments Found						

Student	Name	Start Date	End Date	Action
Example, Timothy	Blast Into Summer: June 19 - 23	06/19/2017	06/23/2017	View Enrollment

Payments

1. The payments will allow you to see all the charge and payment activity on your account.

Due Date	Charge Title	Amount Due	Payment Amount
<input type="checkbox"/> 04/21/2017	Summer Camp Program :: Youtzy, Timothy :: Blast Into Summer: June 19 - 23	\$215.00	<input type="text" value="215"/>

TOTAL PAYMENT AMOUNT:

FORM OF PAYMENT:

- a. Make a Payment: Use to pay **outstanding Summer Program charges**. IGNORE THE DUE DATE SHOWN. All payments for Summer Program must be paid in advance for the month when the Student is registered. See table below for explanation of payment due dates.

Week Number	Dates	Payment Due	Add Schedule Change Deadline Date
Week 1	6/19-6/23	Due 6/1	Add Deadline 6/14
Week 2	6/26-6/30	Due 6/1	Add Deadline 6/21
Week 3	7/5-7/7	Due 7/1	Add Deadline 6/28
Week 4	7/10-7/14	Due 7/1	Add Deadline 7/5
Week 5	7/17-7-21	Due 7/1	Add Deadline 7/12
Week 6	7/24-7/28	Due 7/1	Add Deadline 7/16
Week 7	7/31-8/4	Due 7/1	Add Deadline 7/19
Week 8	8/7-8/11	Due 8/1	Add Deadline 7/26
Week 9	8/14-8/18	Due 8/1	Add Deadline 8/2
Week 10	8/21-8/25	Due 8/1	Add Deadline 8/9