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Adding a Sibling through the portal

1

Click on the Personal Tile.

2

To add a new student to the family, click the Add New Student link, complete fields and save.
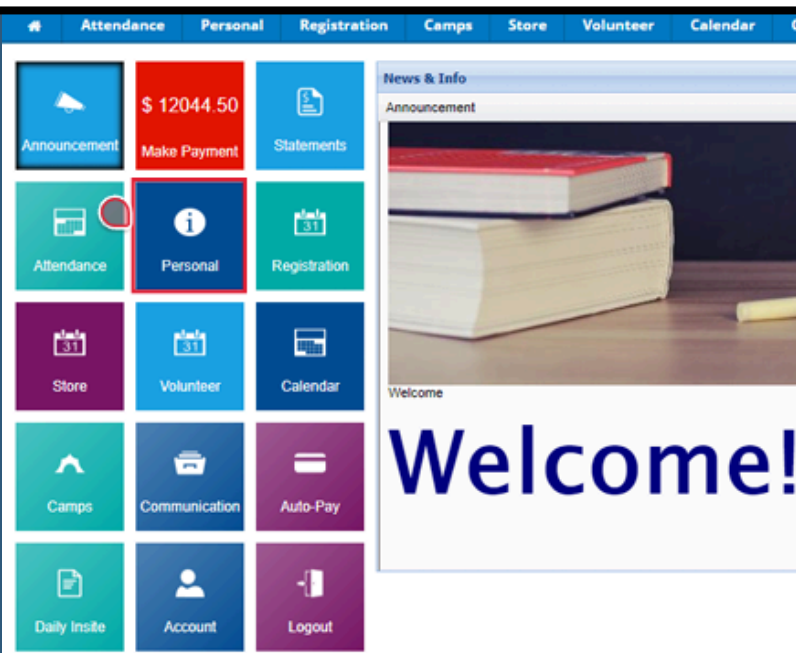
Information Summary

Add New Student

Brown, Ken | Brown, Steven
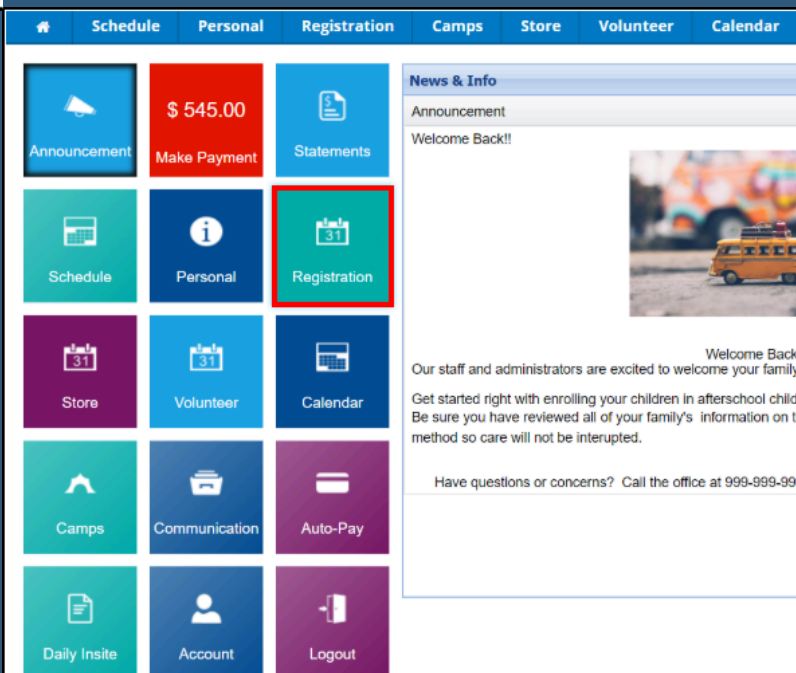
Name:
Brown, Ken
(Update Information)

Information Record

Birthday:
12/14/2007

Admission Date
06/15/2009

Phone:
248-287-4638

3

Click on the Registration tile from the home screen of the portal.

4

Locate the correct Category and select Click to View Offerings to view programs under that category.
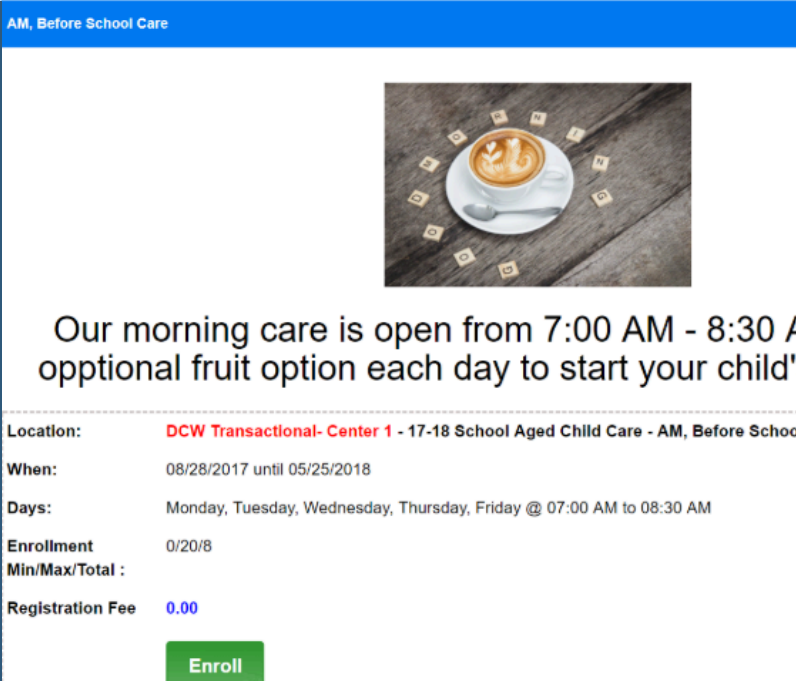
School Age Enrichment Programs

Our enrichment classes provides a sp...
skills, meet new friends an...

Enrichment classes run 6-8 weeks bas...

Click to View Offerings ▶

5

Review the program details and click Enroll.

AM, Before School Care

Our morning care is open from 7:00 AM - 8:30 A
opptional fruit option each day to start your child'

Location: DCW Transactional- Center 1 - 17-18 School Aged Child Care - AM, Before Schoo

When: 08/28/2017 until 05/25/2018

Days: Monday, Tuesday, Wednesday, Thursday, Friday @ 07:00 AM to 08:30 AM

Enrollment Min/Max/Total : 0/20/8

Registration Fee 0.00

Enroll

6

Select the student(s) to enroll and click Submit.

Please select the children to register for this program

Ken Brown   Steven Brown

Submit

7

The registration form will display, complete required fields and click Add to Cart.

Registration

Registration

Programs

AM, Before School Care at DCW Transactional- Center 1

Requested Admission Date

01/01/2018

Day Selection

Please select the days they will be attending

☑ Monday

☑ Tuesday

☑ Wednesday

☐ Thursday

☐ Friday

Elsa Frozen Required Fields

Add to Cart   Close

8

Once Add to Cart has been selected, you will be directed to the Cart/Payment screen.

Online Payment

Payment Amount: 200.00

PAY NOW

* 3.00% Convenience Fee (non-refundable) will be added to this transaction.

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