Instructions for Online Enrollment/Re-Enrollment

Step One: Login

1) Log into the Sage Hill Portal with your own (parent) username:
https://shs.onelogin.com

   If you need assistance with your username/password, please email helpdesk@sagehillschool.org with your name, your student’s name and student’s graduation year.

2) Once you are logged into the Portal, click on the “Records” icon:

3) Click on “Enrollment/Re-Enrollment” located under My Forms/Documents:

You will see a bar similar to the one below with your student’s name and next year’s grade:

<table>
<thead>
<tr>
<th>Name</th>
<th>Next Year Grade</th>
<th>Status</th>
<th>Review Profile</th>
<th>View Contract</th>
<th>Deposit Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Student</td>
<td>9</td>
<td>Accepted</td>
<td>📐</td>
<td>📥</td>
<td>N/A</td>
</tr>
</tbody>
</table>

✓ - indicates the item has been submitted or completed
Step Two: Profile Review

*Contracts cannot be reviewed or accepted until a profile review has been completed.*

1) Please verify and update your contact information by clicking on the “Review Profile” icon:

2) Please review your contact information.

**Profile Note:** The checkboxes on the left side of the contact information under the “DNP” heading refer to the “Do Not Publish” option. If this box is checked, the respective data will not be published in any public Sage Hill directory.

3) Contact information changes.

   **No, I don’t have any changes:**
   
   If your information is correct and up-to-date, check the box labeled “My Profile is up-to-date” and click “Submit.”

   If you have checked this box, please skip ahead to Step 4) “Your Profile is up-to-date” heading below.

   **Yes, I have changes:**
   
   If any updates need to be made, click on the “Edit” button:

   Then make any updates and or corrections to your profile.

   **After updates are completed, click on the Save button then click on the Done button.**

   Now that your information is correct you can check the box labeled: “My Profile is up-to-date” and click “Submit.”

4) Your Profile is up-to-date

Your Review Profile icon will now have a green checkmark: You now have access to the Enrollment Contract.
Step Three: The Contract
The contract must be completed all at once, and cannot be saved partway through the process. Please ensure that the necessary signatories (all parents/guardians with custody of student) are present to sign.

Viewing the Contract
If you wish to review the contract, but you are not yet ready to sign/submit, please do the following:

Click on the view contract icon:

Review the contract. You can also print the contract at this time using your browser’s default print feature.

When done viewing, click on the “Back To Enrollment Home” button: Back To Enrollment Home

Signing and Submitting the Contract
If you are prepared to sign the contract, please click on the view contract icon:

PLEASE BE SURE YOU MAKE NOTE OF EACH ITEM BELOW.

1) Initial the TILA Disclosure

3. TILA Disclosure

Please see this link for the TILA Disclosure: Truth in Lending Act Compliance Disclosure

Your Initials: __________________________ I acknowledge receipt of a Truth in Lending Act Compliance Disclosure that is attached to this Contract. If I select either the One Payment or Two Payment Option for Tuition Payments, I also acknowledge receipt of a Tuition Refund Plan brochure.

2) Tuition refund plan information acknowledgment: Please click the link to read the brochure in a new window, then return to the contract window to initial that you have read the Tuition Refund Plan brochure in the space provided:

3) Tuition refund plan participation: Please select if you would like to participate:

4) Parent/Guardian Signature(s): The contract is signed by electronic signature. To sign, type in your full name in the provided space(s). If your student has two living parents and/or legal guardians, both must sign this Enrollment Contract. If parents are divorced from each other, the parent(s) with legal custody of the student must sign.
5) Submitting Contract:

*Note: Once you click "Submit" on your contract, it cannot be changed.*

Once you have read the entire contract, reviewed the supplementary material, and completed the required contract items, click on the “Submit” button.

Your View Contract icon will now have a green checkmark:

You are now ready to move on to Step Four: Deposit Payment

**Step Four: Deposit Payment**

To pay by Credit Card or eCheck please click on the “Pay” link under Online Payment:

Check the box(es) to pay your Enrollment Deposit. The “Total Payment Amount” will update.

*(Example amount, your amount will vary)*

Payment options:

- **Pay by Credit Card**: You may pay by credit card by clicking this option, and then filling in the available fields.

  *Note: We do not offer a pay by physical check option; please utilize the online payment options for the fastest processing.*

- **Paying by eCheck**: This option allows you to enter your bank account information and pay directly from your bank account. The following information is required to use the eCheck option: Account Holder’s Name, ABA Routing Number, and Bank Account Number.

To use the eCheck option click on the “Paying By eCheck” button:
Input your bank account information. There is a sample check below right for your convenience:

Click the “Proceed to Payment Confirmation” button:

Proceed to Payment Confirmation >

Verify your account information, if correct click the “Submit Payment” button:

Submit Payment >

Once your deposit is complete, you will return to the main Enrollment/Re-Enrollment page, and see something similar to the bar below, with items complete and marked in green:

YOUR ENROLLMENT/RE-ENROLLMENT IS NOT COMPLETE
UNTIL YOU SEE “PAID” UNDER THE ONLINE PAYMENT BOX.

Note: Tuition Payment

The above process is only for your Re-Enrollment/Enrollment Deposit. All families (except those currently receiving a full financial aid grant) must register to pay tuition using Smart Tuition. If you are enrolling for the first time, complete instructions for registering with Smart Tuition can be found at www.sagehillschool.org/technology and you can start the process at www.enrollwithsmart.com. If you are re-enrolling, you have already registered for Smart Tuition; however, we recommend you visit Smart Tuition to update your account settings. Once your enrollment/re-enrollment is complete, funds for tuition will be withdrawn automatically on the date(s) identified in the payment plan you selected in Smart Tuition.

THIS CONCLUDES THE INSTRUCTIONS FOR ONLINE ENROLLMENT/RE-ENROLLMENT.

THANK YOU!

Assistance

Technical Questions or Assistance with Username, Portal, or Contract: HelpDesk@sagehillschool.org
Questions Regarding Payment Plans: QuidachayL@sagehillschool.org
Questions Regarding Smart Tuition Registration: Parents@smarttuition.com or (888) 868-8828
Other Questions about Enrollment/Re-Enrollment: Hanjant@sagehillschool.org