

PARENT PORTAL

Instructions

RETURNING STUDENTS

Please Log Into Your Parent Portal & Be Sure that Your Account is Up to Date

1. Log into the Parent Portal.

(If you have not logged into the Parent Portal before you will have to create a new account, which is done on the *sign-in* page.)

2. Once you are in your account, click on the icon that says “enroll in autopay.”

3. Instructions for adding a bank account or a credit card are on this page.

4. Make sure you agree to the terms and conditions at the bottom of the page.

5. Once you have added your checking account OR credit/debit card, your screen will show the payment method selected (*last 4 of your credit/debit card or checking account*).

The page will also say, “**You are currently enrolled in Auto Pay.**”

New Students

You will receive an email with a link to your parent portal and temporary password.

Then follow steps 1-5...

Please let us know if you have any questions,

Jill Sailors

jill@blairdancecenter.com