

2022 ONLINE SUMMER SCHOOL ENROLLMENT INSTRUCTIONS

Enrollment Deadline April 1, 2022

○ LOGIN TO THE PARENT PORTAL:

- Go to www.undercroft.org > QuickLinks > Parent Portal
- Type in your email, note this is case sensitive (This will be the email you have on file with us)
- At the bottom right, select Create New Account (if you haven't previously logged in to the portal)
- Follow the steps in setting up your secure password and security question
- You should then be able to login!

1. **UPDATE PARENT AND STUDENT INFORMATION:** *Student Information is maintained online through the Parent Portal. Please review/update your information and your student's information.*

- To update parent information, select "**Profile.**" Update all applicable fields. Select "**Submit, OK, Back**"
- To update student information, select **your child's name**, then select "**Profile.**" Update all applicable fields. **This must be completed for each child; each child has a separate record.**

2. **FILL, SIGN & UPLOAD 2022 SUMMER SCHOOL CONTRACT:**

- Go to "**Documents to View.**" Select "**2022 Summer School Contract, View, Download**" and read/complete all required fields. Save your contract document file to your device for your records as they will no longer be emailed.
- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and select "**Choose File**" to upload your child's contract. **This must be completed for each child.**
- *Person(s) financially responsible (if other than legal parent/guardian) are also required to login separately with their credentials and sign and upload the student's contract.*

3. **FILL, SIGN, & UPLOAD ADDITIONAL DOCUMENTS (if applicable):** *If your child has food allergies or requires medication during the school day, please also download, complete, and upload the "**Medication Form and/or Food Allergy & Anaphylaxis Emergency Care Plan**" located in the Parent Portal under "**Documents to View.**"*

- Go to "**Documents to View.**" Select applicable form and read/complete all fields. Save your document file to your device for your records.
- From the Parent Portal main page, select **your child's name**, then select "**Profile.**" Scroll to "**Document Uploads**" and select "**Choose File**" to upload your child's "**2022-23 Medication Form**" or "**Food Allergy & Anaphylaxis Emergency Care Plan.**"

- **PAY NON-REFUNDABLE DEPOSIT:** We accept check, cash, and credit card payments. Checks may be made payable to UMS, and cash may be brought to the Main Office. **To pay online by credit card, please submit your child's non-refundable deposit on our website for [SUMMER SCHOOL HERE](#).** Note that with all credit card payments, there is a 4% convenience fee associated with the transaction. **A deposit must be submitted for each child.**

Questions? Email Jamie.Gartside@Undercroft.org or Call (918) 622-2890 (Office hours Monday - Friday, 8:00 a.m. – 4:00 p.m.)