

# St Peter Chanel Preschool—e-Tuition Setup Instructions

## \*\* New e-Tuition Users\*\*

**Step 1**—Create a Profile—Start at our Preschool website, click on e-Tuition button. Click on the button that says “Create Profile” on the right side of the screen.



**Create Profile**

Enter a valid email address below.  
This will be used as your User ID.

Email Address:

Confirm Email Address:

**Step 2**—Enter your email address and click Continue

**Step 3**—  
Enter your profile information and click “Create Profile”

[Return to our Home Page](#)

**Profile**

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Enter Password: (required)

Re-Enter Password: (required)

**Password requirements:**

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive

**Step 4**—“Add Transaction” - click the “Add Transaction” button at the top of your payment screen. The payments screen will appear. Here you will be able to set up for the first payment due April 19, 2017 and for all your monthly payments. Please refer to your personalized letter for your tuition amount.

**St. Peter Chanel Preschool**

-Tuition Payments:

Amount:

Frequency:

Start Date:

End Date:   (optional)

**Monthly Payments:** enter the amount, change the frequency to “Monthly” and enter start date of 09/01/17 and end date of 04/01/18.

**Other Payments**

-Registration:

Amount:

Frequency:

Start Date:

End Date:   (optional)

-First Tuition Payment:

Amount:

Frequency:

Start Date:

End Date:   (optional)

**First Tuition Payment:** enter the amount, change the frequency to “One Time” and enter just a start date of 04/19/17.

CLICK CONTINUE—instructions continue on reverse page.

The screenshot shows a web interface with two main sections. On the left is the 'Payment Information' section, which includes a dropdown menu for 'Account' currently set to 'Choose One', a note about reviewing information, and 'Cancel' and 'Process' buttons. On the right is the 'Payment Summary' section, which lists 'Total Payment' for 'St. Peter Chanel Preschoo', 'Tuition Payments' for '09-01-2011 Monthly' ending on '04-01-2012', and 'Other Payments' for 'May 2011' on '05-01-2011 Monthly'. An 'Edit' button is located at the bottom right of the summary section. A link 'Return to our' is visible at the top right.

**Step 5**– Select your payment method.

Click on the drop down box and select “New Checking Account” or “New Savings Account” . You will be asked to enter your account routing number and account number. Enter these as requested and this information will be saved for future use.

Note the Payment Summary will give you a total of just 2 payments. The appropriate tuition amount will come out at separate times, based on the dates you entered.

**Step 6**– Confirmation Page.

A confirmation of the payments set up will appear. Same as step 5, the payment total will be for 2 payments, which will be drawn at different times based on your setup instructions. Monthly payments will be drawn on the date specified— or the next business day if it is a weekend. If your information changes throughout the year, you can re-enter the system and make modifications to the payment and/or the account information.

**Questions or Concerns?**

Contact Lyndsay Dietze, our Office Assistant, at [ldietze@stpeterchanel.org](mailto:ldietze@stpeterchanel.org) or 678-832-1248.