



RADIUS

# Parent Portal

# Parent Portal

Portal users will be required to login with a User ID and password.

- Re-enrollment Parents will use their MBP Web ID.
- New Parents can automatically create an account based on their email process or schools can manually assign a formal web ID before sending out contracts.

- Each parent/signatory will receive an email with a link to the Parent Portal.
- Login steps will be provided by the school. This will vary depending on process you adopt for new parents.

The Enrollment/Re-Enrollment page will be displayed

- A red badge indicated how many contracts are available to review
- Instructions appear above the student panel
  - These instructions are setup in **Administration | Business Unit**
- The student panel will display student image if a photo was uploaded and set as the “portrait”.
- Panel shows basic info and status
- Steps will display below student panel. In our example we see Contract and Deposit
  - Use arrow hide/view steps (right side of bar)

## Profile Update: Only for Re-Enrollment

- As part of Re-Enrollment setting a school can require Profile Updates
- Parents required to update their profile will be prompted to review before opening the contract
- This will send parents to the Profile Updates
  - Select Edit to make a change
  - Select Done
    - Message appears: Profile changes have been submitted and will not be published until they have been reviewed

Profile Updates require users to allow pop-ups

- Option to Send Note to School.
  - Enter message and select Submit.

The screenshot displays the Senior Academy profile update page. The main content area is titled 'Check the user profile' and includes instructions to review contact information. Below this, there are sections for 'DNP' (Do Not Publish) for both the mother and father, with fields for title, first name, last name, middle name, suffix, nickname, and relation. There are also sections for 'Residential Address' and 'Work Address' for both parents, with fields for address, city/state, zip, and phone numbers. A 'Send note to school' pop-up window is open, showing a text area for entering a message and a 'Submit' button. The sidebar on the left contains navigation links: 'Dashboard', 'Enrollment / Re-Enrollment', 'Billing', 'Important Links', and 'My Documents'. The top right of the page shows the user's name 'Rebecca C.' and buttons for 'Edit', 'Preview', and 'Send note to school'.

- Select Go Back to Enrollment Page when done

## Contract: View/Sign

- In this example we only require one signature

Benjamin Carl Adams  
Grade: 9 2019-2020  
Upper School  
Contract Status: In Progress  
Signed: 0 of 1  
1 Signature Required

Re-Enrollment Steps

Contract \*Required

[View/Sign](#) 1 more signature required

- The parent will select the View/Sign button and:
  - Review the contract and make selections, as needed
  - Type in Name field
  - Sign in Signature field
  - Select Submit Signature

By signing below, I agree to the agreement, its terms and conditions contained in this agreement and its full complete and only responsibility of the agreement between US and you. These terms apply to you and any other party who is also a signatory to this agreement and are not considered to be a separate agreement or any other part of the agreement or its interpretation of its terms. The parties may only modify this agreement by an authorized representative of each party signing in separate written amendments to this Agreement. In addition, no action or course of dealing by either party or between the parties shall in any way vary or alter the terms of this Agreement. This agreement is intended to be made for any reason, all other terms and conditions stipulated by US for similar given unless I agree to any US any other term and conditions including any possible written agreement or any conditions, including any possible written agreement, whether such a contract is formed in the past, present or future. This contract is not an offer or a contract. This agreement shall be binding according to the law of the jurisdiction that applies to the contract against US and its employees.

For the agreement to be valid **BOTH** parents or (if none) **ALL** legal guardians of Katherine Clark agree to the Release. By signing below I signify that I have read and understand the terms of this Enrollment Agreement and the Release I am providing herein.

Signature 1

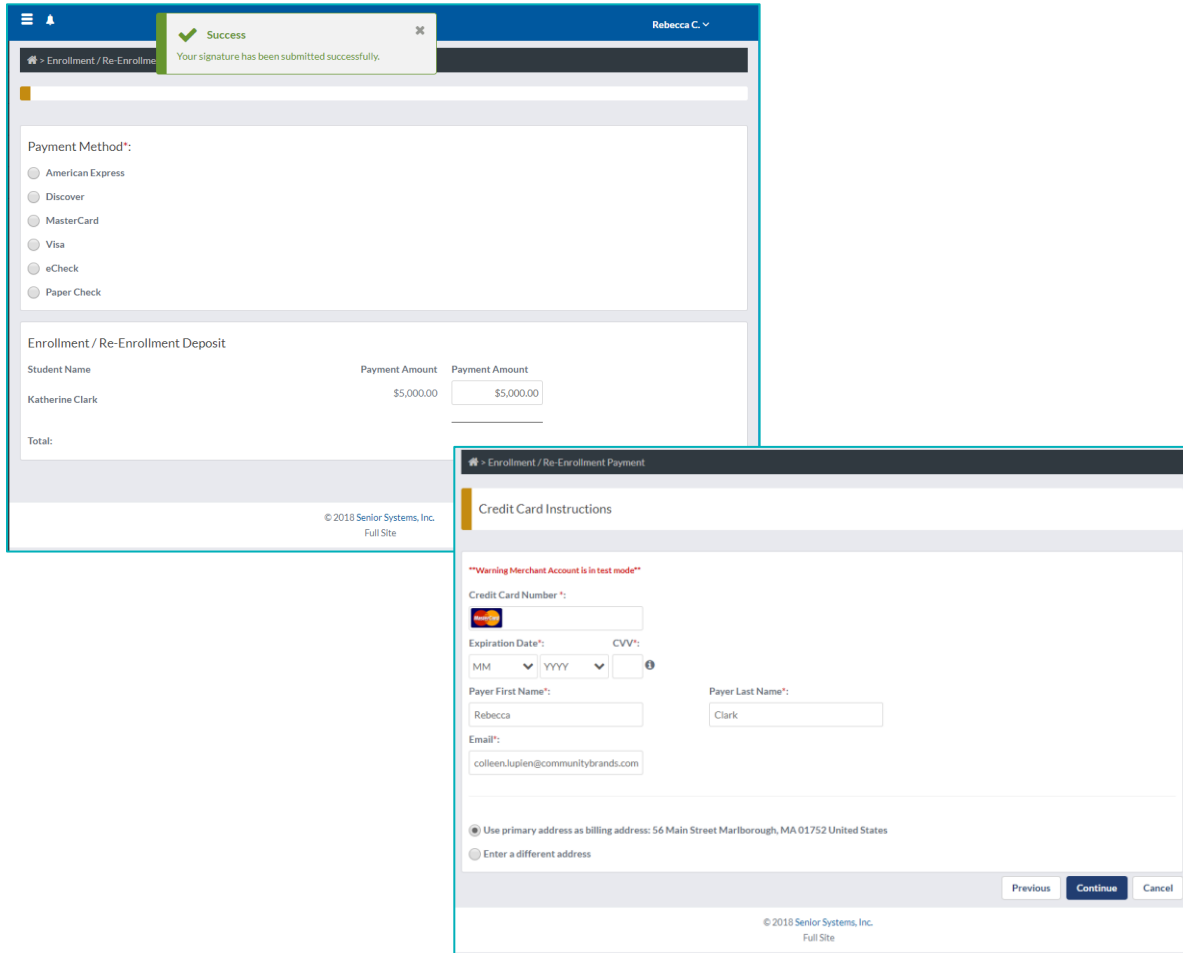
Name:

Signature: 

Date Signed: 12/28/2018

A success message will pop up and then payment window will appear.

- Parent will select payment method
  - Payment methods setup in Administration menu
- Parent selects Continue




As the parent moves through the process the Enrollment/Re-Enrollment steps will be checked off as tasks are completed.

If your school requires two signature, the second parent/signatory will log in and see the progress

- Contract Status: is set to **In Progress**
- Signed: indicates 1 out of 2 signatories have submitted the contract
- The Deposit has been paid by the first signatory
  - If the first signatory did not pay in full the balance will be displayed

Re-Enrollment Instructions

Please Enter your Re-Enrollment instructions here. The instructions setup is available in Administration > Business unit.



**Katherine Clark**  
Grade: 6 2019-2020  
Lower School  
Contract Status: In Progress

Signed: [1 of 2](#)  
All Signatures Required

Total Deposit: \$5,000.00  
Marked as Paid

Re-Enrollment Steps

<input type="radio"/>	Contract *Required	Not signed
<input type="button" value="View/Sign"/>	1 more signature required	
<input checked="" type="radio"/>	Deposit *Required	Marked as Paid

A parent may select the Signed: "1 of 2" hyperlink and the signatory details will appear

Contract Signatories

2 SIGNATURE(S) REQUIRED		1 SIGNATURE(S) PENDING
<input checked="" type="checkbox"/>	Charles Clark (Father) *Required Submitted Date: 06/04/2021	Signed: Yes
<input type="checkbox"/>	Rebecca Clark (Mother) *Required Submitted Date:	Signed: No

Close

When second signatory opens the contract the Signature 1 fields will display name and signature.

- The second signatory will sign and select Submit Signature

The image shows a digital signature interface with two sections: Signature 1 and Signature 2.

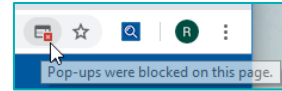
**Signature 1:**  
Name: Charles Clark  
Signature: [Handwritten signature]  
Date Signed: 06/04/2021 04:34 PM

**Signature 2:**  
Name: [Red-bordered input field]  
Signature: [Empty signature box]  
Date Signed: 06/04/2021 04:58 PM

Buttons: Clear, Submit Signature


Once all signatures are submitted:

- The Contract Status is set to Awaiting Approval
- The contract step is marked complete



Re-Enrollment Instructions

Please Enter your Re-Enrollment instructions here. The instructions setup is available in Administration > Business unit.



**Katherine Clark**  
Grade: 6 2019-2020  
Lower School  
Contract Status: Awaiting Approval

Signed: [2 of 2](#)  
All Signatures Required

Total Deposit: \$5,000.00  
✔ Marked as Paid

Re-Enrollment Steps

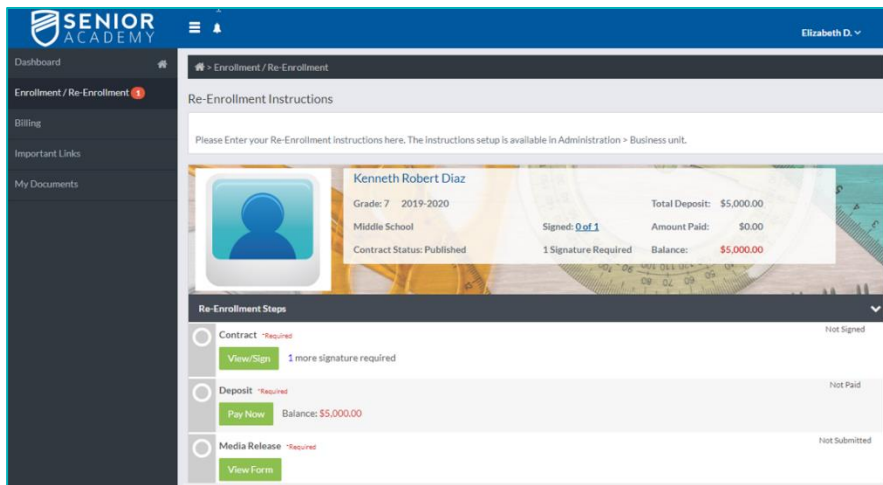
✔ Contract *Required	Signed
View	
✔ Deposit *Required	Marked as Paid

*Note: When a parent selects View under the Contract button, they must enable pop-ups to see the PDF.*

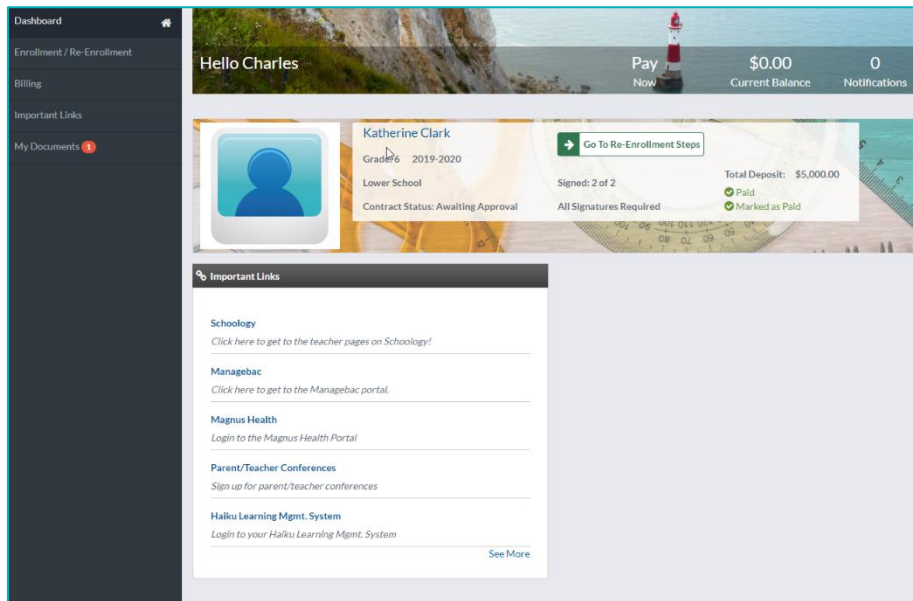
If applicable, the parents can continue to work through their checklist items later. When they login to the portal they will see the dashboard.



- Enrollment/Re-Enrollment link will display red badge until all required checklists have been completed for the student



## The Dashboard



Important links will display here. These are established in My Backpack through **My Backpack Setup | Resource Center**