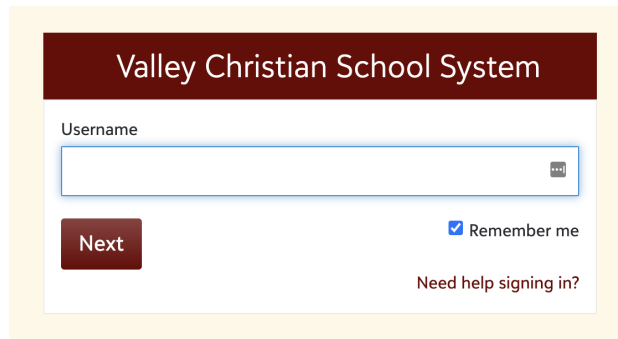
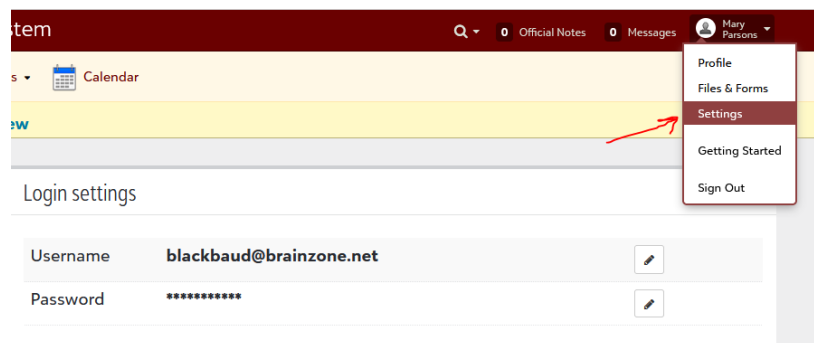


MyschoolApp Re-enrollment Instructions - *for parents*

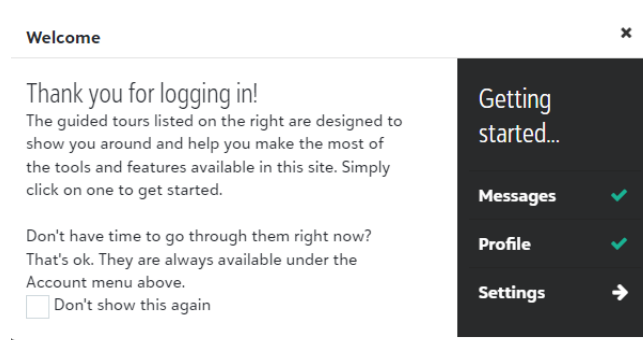
1. To access the Blackbaud site, go to vcschools.myschoolapp.com. Log in with your email address as the username and the temporary password provided to you via email, or click the “Need Help?” link. Note: an alternate username was given to those parents who share an email address with their spouse. See the email instructions.



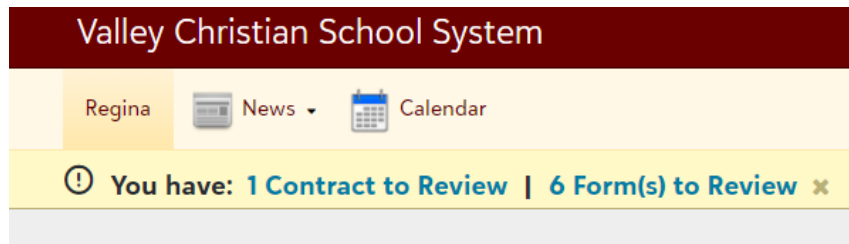
2. The first time you sign in, you will be asked to create a new password. Passwords are case sensitive, and must be twelve (12) characters long, containing at least one uppercase letter, one lowercase, one number, and one symbol.
3. After creating a new password, you will be automatically logged into your parent page. From now on you will be able to login using the password you created. You can change your password and/or username on the “Settings” page.



4. If the welcome message appears, click “x” on the upper right corner to exit.



5. Click on the task “ You have: 1 contract (s) to Review” in the yellow banner



6. Before completing the tuition contract you will see the message below. **Please select NO, I do not already have a Tuition Management account with Valley Christian School System.** A tuition Management account will be automatically created when you submit the tuition contract. Please click “ Continue Contract” and start completing the tuition contract.

Tuition Contract 2022 - 2023

Valley Christian School System uses Tuition Management to handle deposits and tuition payment. Do you have an existing Tuition Management account with Valley Christian School System?

Yes, I already have a Tuition Management account with Valley Christian School System

No, I do not already have a Tuition Management account with Valley Christian School System

A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.

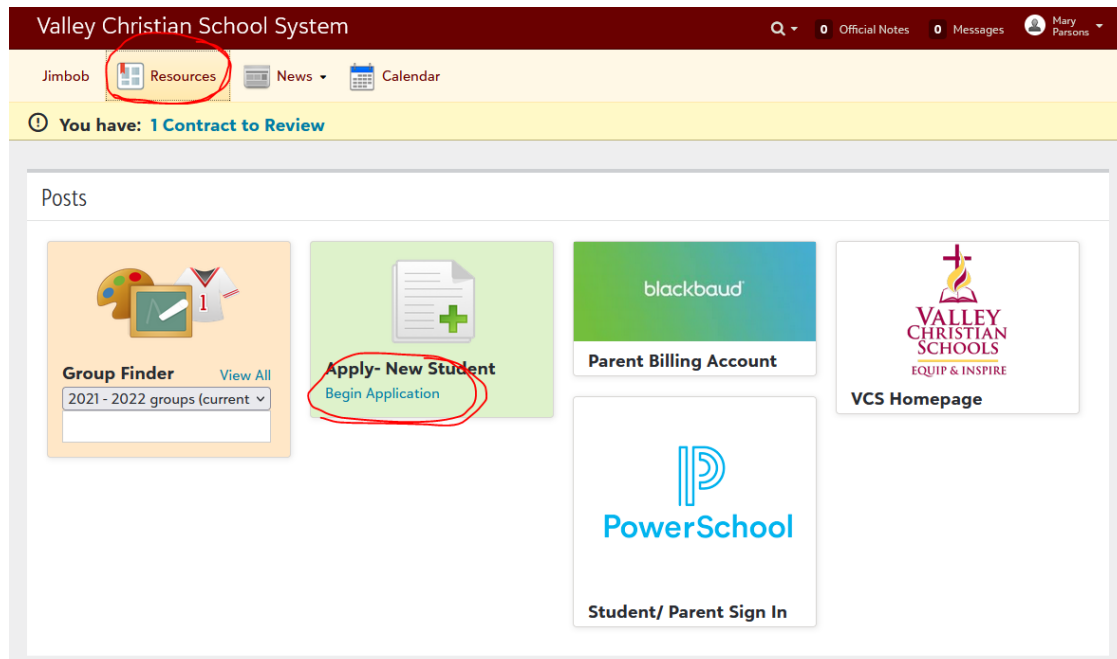
[Continue to Contract](#)

7. Navigate through all the tabs within the contract.
 - a. Student Information
 - b. Fee Schedule and Payment Plans
 - c. Tuition Account Policy
 - d. Review
 - e. Pay Re-enrollment Fee
 - f. Confirmation
8. Continue with the Re-enrollment process and complete the re-enrollment forms.
 - a. Medical Information and Consent Form
 - b. Parent Service Hours Form
 - c. Bus Service Form (Optional)
 - d. Update Student/Parent Contacts - ([Download instructions HERE](#)).

9. Note: If you have additional students to re-enroll, please select each student on the left side of the screen.



10. If you have a NEW student to enroll, please click on Resources and select the “Apply-New Student” board.



NOTE: The tuition contract and enrollment forms are required prior to the beginning of the school 22/23 school year and are due by February 16, 2022.