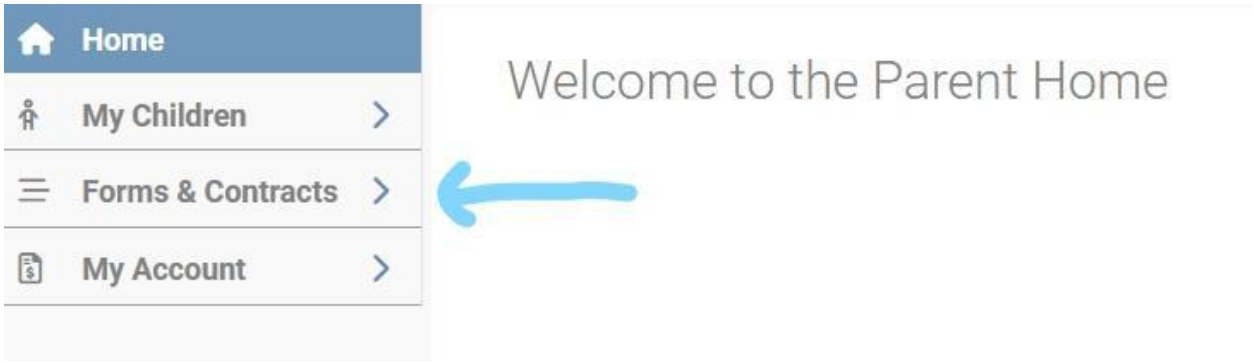
# JEC Registration Help Page

Welcome to the Jewish Educational Center Registration Help Page.  Our goal is to help you navigate the registration process in a quick and simple way.

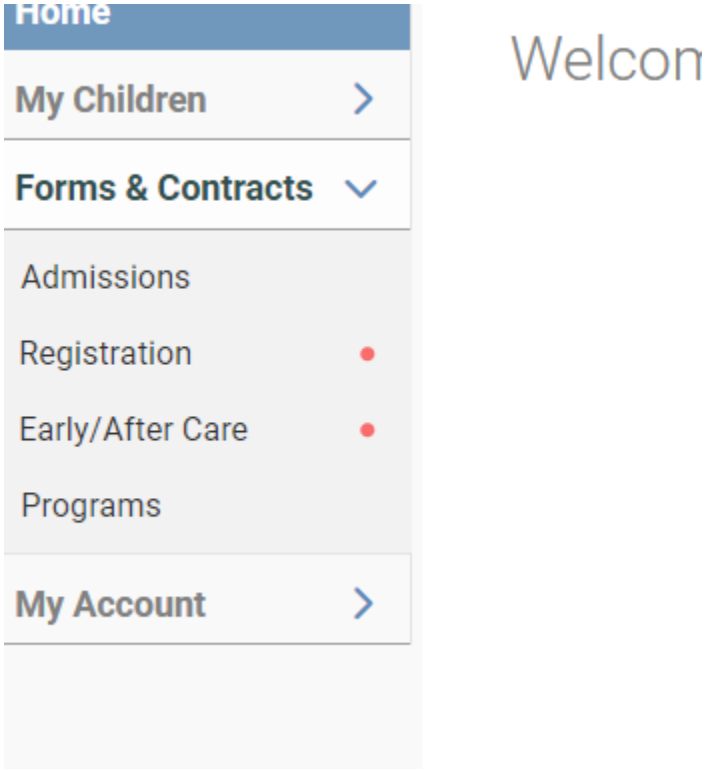
Step 1:  Click here to log into the Parent Portal

Step 2: Log in using the same user ID and password that you used previously.

Step 3: Once you have logged in you will see a menu on the upper left of the screen that looks like this:

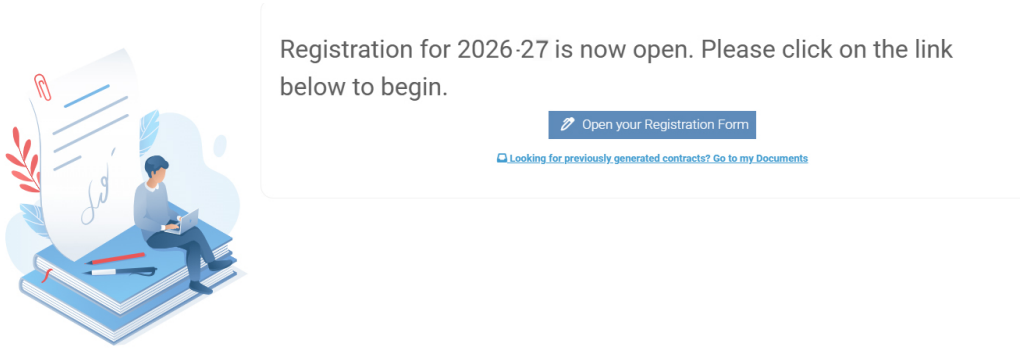



Step 4: Please click on “Forms and Contracts” in the left sidebar.  This will produce a drop down menu that may look like this:



Step 5: Please click on “Registration.”

Step 6: You will be taken to a screen like the one below:




Step 7: Click on the button “Open your Registration Form.” This will take you to your unique registration page.

Step 8: Complete the registration forms.

To ensure your registration is processed, each page must be submitted. Once the registration information pages are complete, the Final Payment Arrangement page will appear. If you select the option indicating that you are applying for financial aid, then the Final Payment Arrangement page will be locked until you have accepted the ultimate contract charges. Once you have accepted the contract charges, the Final Payment Arrangement page will be unlocked. Registration is only considered complete once the Final Payment Arrangement page has been submitted.

Step 9: Congratulations, you have finished registering. Have an amazing day!