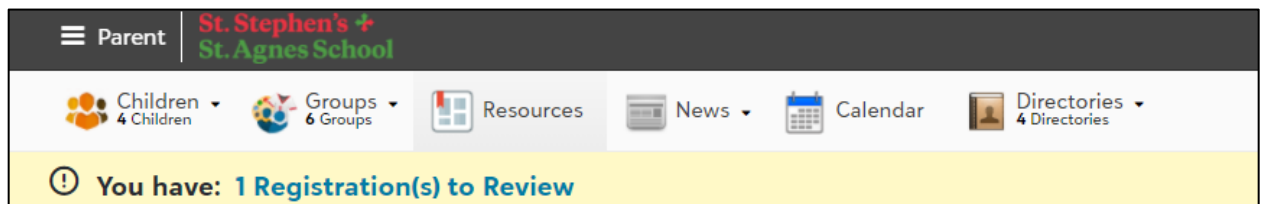
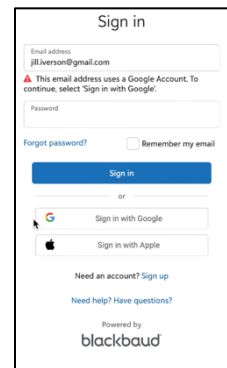


St. Stephen's St. Agnes School

2024-2025 Enrollment Contract Instructions

Please follow the instructions below to submit your student's enrollment registration and contract; if you have more than one child enrolled, you are required to complete this process for each student. **Contracts are due by Friday, March 15.**

1. Using the email address where your child's accepted notification email was sent, [log in to MySSSAS.org](https://www.MySSSAS.org) to create an account in Blackbaud, our student management system.
2. No need to create a password if you use a single sign-on option (Gmail, Apple, etc. as shown in the picture on the right). After selecting the single sign-on option, the next screen links your email address with Blackbaud. If you have 2-step verification, that may take 5-10 seconds until the next screen advances. Once that happens, you will be logged in.
3. When you login to the school website a banner (shown below) will appear at the top of your page alerting you that enrollment registrations are available to be submitted. Registrations can also be accessed by clicking on Files & Forms (an option you see when clicking on your profile picture).



4. **Connecting to your Blackbaud Tuition Management account is the next step in the registration process.** You will be asked to select a payment plan, payment date, and payment information for the upcoming school year. Contract deposits are processed separately and the system will ask you to enter one-time payment information which can be a different method or account than your monthly Blackbaud Tuition payments.
5. **Optional Items:** Families can select to add extended day, lunch, and transportation to their Blackbaud Tuition account and spread the payments over the payment plan selected.

6. Payments for the contract deposit and tuition can be made by credit card or ACH. Credit card payments will incur processing fees of 3.2 percent (subject to change) from Blackbaud Tuition, but there is no fee for paying by ACH.
- 7. The second step is to sign the DocuSign Enrollment Contract which will be sent within 48 hours of completing the Registration.**
8. Those who pay tuition in full by July 1 will receive a rebate of \$250.

We thank you for being part of our Saints community. Please contact us if you have any questions or concerns.