

December 20, 2017

Dear Parents/Guardians,

We are excited to launch our new online enrollment management system *onBoard*! This system will allow you to manage and update your own contact information and will streamline the process between the admissions, business, and advancement offices.

We appreciate your patience as we transition to our new system. Our office is committed to walking you through the re-enrollment process. Completing re-enrollment contracts ensures your child's placement for the 2018-19 school year.

Below you will find step-by-step instructions to guide you as you complete the re-enrollment contract(s):

1. Visit <https://dunhamschool.myschoolapp.com/app/#login>.
2. Click "*Forgot login or First time logging in?*"
3. Enter your email address and check both "Username" and "Password."
4. You will receive an email with your username and a link to set your password. (It may take up to 30 minutes.)
5. Click the link in your email, log in with your username and set your password. Please save these login credentials, as they will be required for logging into *onBoard* in the future.
6. After your password is set, log in to your account. Any forms or contracts that need to be completed now or in the future will appear here.
7. Click the yellow banner indicating you have Contracts to accept. This will show you your list of contracts to complete and submit. **(Please Note: There is a \$100 re-enrollment fee per child when completed by January 16. After this date, the fee increases to \$350. You will have to pay this fee while you're filling out the contract(s) via credit card, debit card, or bank account information. It cannot be paid via check or student billing.)**
8. Click "Review." Click "yes" to confirm you have a SMART account and log in with your SMART credentials. If you do not remember these, click the link at the bottom of the box to reset your password.
9. As you move through the sections of the contract, click "Next" at the bottom of each page.
10. **In the Contract section, you have an opportunity to edit your Billing information if needed. To edit, click the pencil icon to the right of the "Manage Billing Information" and select "Use billing information only." This will allow you to edit your info and click "Save." If your information is correct, keep scrolling.**
11. Read the contract thoroughly and select your payment plan and method. Sign electronically.

12. You may now review your contract, pay your re-enrollment fee, and submit.
You will receive a confirmation email once you've submitted your contract.

If you have any questions or concerns, please email Michelle Pricer at michelle.pricer@dunhamschool.org.

Thank you again, and we wish you all a Merry Christmas!

Sincerely,

Michelle Pricer, Ashley D'Aubin, and Deborah Nelson