

## **Religious School Enrollment Directions:**

Log into your ShulCloud account.

On the bottom left of the main page, you will see a square that says “Start School Enrollment”.

Click it and double check that you have the 2023-2024 term chosen.

On the next page, you should see your child(rens) name, their age and a dropdown menu for what grade to enroll them for. Select the appropriate grade for the 2023-2024 school year.

Then select the combination of grades that your student will be in on the left. (This is their class.) On the bottom of the screen, it will show your tuition total and deposit total (\$50/child).

Click continue.

On the next page you should have your parent and student information. Most of this information will be filled in from our database in ShulCloud. Please double check the information to make sure it is accurate. If changes need to be made, please make them. (It will update your ShulCloud account as well.) Be sure to fill in any relevant blank questions and double pre-selected choices.

When you are sure the page is correct click continue to deposit.

On this page double check your deposit amount and consider including the credit card processing fee. Once you made that choice, click confirm and continue.

Now you should see the summary of your total deposit. Include your credit card information and complete payment. Once deposit payment is complete, you will see a thank you screen that says, “Your school enrollment has been successfully received.”

You will receive an email confirming that the office received your enrollment.

The CMI Office will need to confirm your enrollment.

Upon confirmation, you will receive a confirmation email. In your confirmation email, you will receive a link through ShulCloud. In order to finalize this enrollment, we require you to login to your ShulCloud account in order to do one of the following; Pay your Religious School Fees in full online or by check or set up a scheduled payment plan or if you seek financial assistance please go to this link, [Scholarships](#) for information and applications. If you have questions regarding these options or have applied for financial assistance, please contact the office at 203-288-3877.