

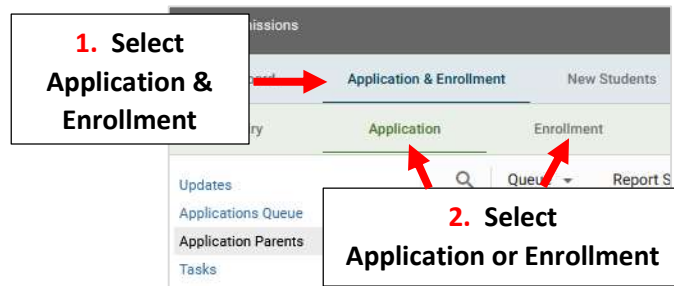
How to Login as a Parent in Admissions

*****Please Note: Only Applications with a Status of "In Progress" Can Be Accessed*****

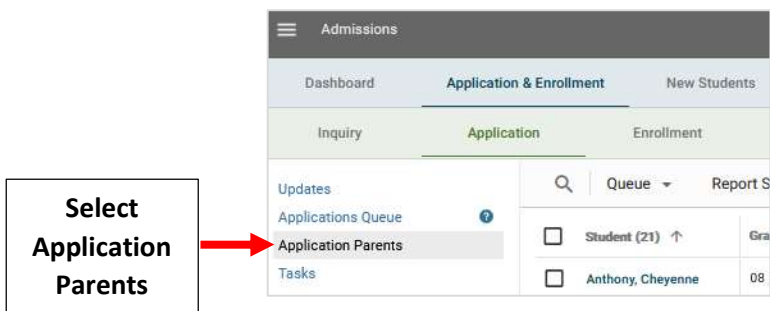
Select **Admissions** from the Main Menu



Select **Application & Enrollment > Application** and Select **Application** or **Enrollment**



Select **Application Parents**



Enter **Student's Last Name** and Select **Search**

A screenshot of the 'Application Parents' search form. The form is light blue with the title 'Application Parents' at the top. Below the title are four input fields: 'Parent Last Name:', 'Parent First Name:', 'Student Last Name:', and 'Student First Name:'. A red arrow points from a white box labeled '1. Enter Student's Last Name' to the 'Student Last Name' field, which contains the text 'Bulgrin'. Below the input fields is a 'Status' dropdown menu with 'Only Active Parents' selected. A red arrow points from a white box labeled '2. Select Search' to a blue 'Search' button.

Select **Parent** from List than Select **Auto Login**

Application Parents

Parent Last Name:
Parent First Name:
Student Last Name:
Student First Name:
Status:

Search

New

Log in to Test Account

1 parents found.

1. Select
Parent

Parent	Email	Student Applications	Active	Edit Profile	Auto Login
Benton, Deborah (linked to FP)	Email	2 student applications	Yes	Edit Profile	Auto Login

2. Select
Auto Login

Select **"Click here to login as the parent of"**

Auto Login

Benton, Deborah

[Click here to log in as the parent in a new browser window.](#)

[← Back](#)

Select **"Click here to login
as the parent of"**

You are now logged in as the Parent. Select **Open (edit)** Next to the Student Application you would like to View

Application

English ▾

Welcome Deborah. You are currently logged in.

Enrollment Students:

The following students are in the enrollment process. Please return to the previous screen and access the student's enrollment packet via the "Enrollment / Reenrollment" link.

- Sienna Benton (Premier Academy)

Application Students:

You have 2 student applications created:

Student	School Year Applied	Grade Level Applied	Application Status	Admissions Process Status
Bulgrin, Charlotte	2022-2023	11	Open (edit)	Delete
Bulgrin, Katherine	2022-2023	06	Open (edit)	Delete

[Create a New Student Application](#)

Select
Open (edit)

Select the Tab you would like to View

Charlotte Bulgrin
Year: 2022-2023
Grade: 11

[Instructions & Resources](#)

✔

Student Information

Previous Schools

Student Interests

Household 1

Alumni or Currently Enrolled Students

Parent Acknowledgement

Applicant Essay

Academic Documentation

Referral Documents

Electronic Signature Page

FINAL STEP - Review and SUBMIT Application

Instructions & Resources

Welcome to Premier Academy's Online Application.

Please complete the Online Application forms listed in the left menu, beginning with the **Applicant Information** form.

- A yellow caution sign ⚠ will appear in the menu next to pages that are missing required information.
- A green checkmark ✔ will appear in the menu next to pages that are completed.

After you have completed the required enrollment steps, select **Enrollment Packet Review**.

When you complete your application, a **Submit Application and Make Payment** form will appear. Please follow the instructions that will be provided to submit the application along with the non-refundable \$XX application fee.

Applications are due December 31 and Decisions will be sent out on February 1.

We appreciate your interest and look forward to meeting you. If you have any questions, please feel free to contact me at XXX-XXX-XXXX.

Premier Academy
Admissions Director

Next >