



# MTA 2019 – 20 Online Student Enrollment User Guide

## Registering a New Parent Account

All new members of Maryland Tamil Academy (MTA) and current members that do not have a registered account in the secure online registration portal must register a parent account in the secure portal.

1. Register a new user account using your name, email, and a password.
2. Once your account is created, you will receive a confirmation email with a link to activate your account. Use that link to activate your account and login to the secure registration portal.

## Adding and Enrolling Students under your account

1. After successful login, you need to review and accept the MTA compliance requirements and create/ update your parent profile.
2. Once you have agreed to the compliance requirements and provided all other required information you can proceed to add and enroll students.
  - If your child was enrolled in MTA during the previous school year, AND your registered email address is the same as one of the parent email addresses, then you will automatically see your child(ren) listed in the Students section. Please click on each student's name, and update their upcoming grade in county school.
  - If your child was enrolled in MTA last year, but you don't see their information in the Students section, please contact MTA at [registrations@marylandtamilacademy.org](mailto:registrations@marylandtamilacademy.org).

**DO NOT create a new student account for a current student**, as this will create a new record, and the current Student ID and other information will not be carried forward.

3. Click the "Add Student" button to enter information about the new student.
  - If the student has any allergies/ health conditions that MTA should be aware of, please do not forget to mention that.

Please note that **adding a student does not automatically enroll them** to the school year. Please see the next step on how to enroll students.

4. Once a student account is added, you can click on the student name to edit details about the student.
5. **ENROLLMENT:** Once you have added all the students, select (using the checkboxes) the students you wish to enroll in MTA, and click the "Enroll selected students..." button.
  - a. **Preferred Level:** For returning students, you can select the preferred level you want them to be in the upcoming year. For new students, while you can specify a preferred level, admission to appropriate level will be confirmed after evaluating the student's proficiency, and based on classroom availability.
  - b. **MCPS High School Credit:** High school students that are studying in Montgomery County Public School (MCPS) system or in Frederick County Public School (FCPS) system are



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eligible for 0.5 credits (Outside language/ cultural study credit) for successfully completing the school year in MTA. This is optional and does not incur any additional cost. However, please note that the student must meet the success criteria (set forth by MCPS/ FCPS) to be eligible for the 0.5 credit.

- c. **Payment:** Our preferred payment option is to **pay through PayPal**.

You can also mail check to the address specified. If you pay by check, books will be ordered only after the check is cleared. Checks will be deposited within 10 days of receipt.

Please note that in case of returned/ bounced checks, any penalty for returned checks will be the member's responsibility and will result in increased enrollment fee.

If you enroll your child on orientation day, then you can either use PayPal or give a check.

**NO CASH PAYMENT please.**

## Updating Parent Profile

Use the Parent Profile section to update your communication details. We will use this information to send official MTA communications.

Please contact the MTA Registration Team at [registrations@marylandtamilacademy.org](mailto:registrations@marylandtamilacademy.org) for any further questions.