Guideline for SCCS New Members

1. If you haven't registered with us, you can register now from here: [http://www.ynhchineseschool.org/prod_v08/MemberAccount/NewProfile.php](http://www.ynhchineseschool.org/prod_v08/MemberAccount/NewProfile.php)
   - Only one parent per family needs to register. The rest of family members (including spouse and child(ren)) can be added to your family account later.
   - Please do not register student(s) at this step.
   - If the same name exists in our system, it will not be allowed to use again. The best way to overcome this is to add a middle name or middle initial after first name.

```
New Member Profile

First Name*
Last Name*
Chinese Name
Gender  Male  Female
Primary Contact  Yes
Email*
Home Phone*
Cell Phone
Office Phone
Address*
City*
State*
Zip Code*
Profession
Organization
Hobbies
Picture:  I do NOT want my name to be listed in school directories.
          I do NOT want picture or video to be taken on me.
New Password
New PW Confirm

Please check you are not a robot

I'm not a robot
```
2. **After you submit the new registration**, IT team will need to verify the registration information and approve the account before you can log in to our system and access member-only functions. You should hear from our IT team through email within 1-2 days regarding the new account approval.
   - If you have not received an email from our IT team within 2 days after you submitted the registration, please email to IT Support at support@ynhchineseschool.org with your last name, middle name (if any), first name, home address and the date you registered.
   - After your new account is approved, you can log in from here: [http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php](http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php)

3. **If you are a member and forgot your login ID and/or password**, please click on the following link and follow the instruction to retrieve your login ID and password: [http://www.ynhchineseschool.org/prod_v08/MemberAccount/retrieveLoginID.php](http://www.ynhchineseschool.org/prod_v08/MemberAccount/retrieveLoginID.php). Please allow some time (within 30 minutes) for the system to retrieve and email you your log in information.

4. **If you are a member and know your username and password**, you can log in form here: [http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php](http://www.ynhchineseschool.org/prod_v08/MemberAccount/MemberLoginForm.php) (under the login form, the “Help Notes” has a link to help you “Retrieve” login information in case you forgot. There are also other helpful information):

   1. Forgot your login ID or password? **Retrieve it**.
      
      (Please note that our hosting site IP has been in Yahoo and possibly other free email providers’ block list and therefore you may have trouble receiving the retrieval email if you are using one of these free email accounts.
      If this is the case, you should contact school web support support@ynhchineseschool.org for help).
      If you are a former member (none of your children took any class last term), please contact support, too.
5. **After log in to our system**, you will land on member's main page, where you should be able to see all the “Allowed Functions” for members only.

From the member's main page, you can manage your own account, add a your child(ren) to your account, update your profile or fill you “Emergency Contact Information”, or you can view “Registration and Refund Policies”, “Course Catalog” or “Class List”, “Print you Page Voucher”, or view “Billing and Payment History” to name a few.

Please take some time to check each of the “Allowed Functions” so that you know what you can do and how much you can do as a member. If you still have questions, please email us at support@ynhchineseschool.org.

---

### Allowed Functions

#### Parents Access

- Spouse Profile
- Student List or Add a Student
- Emergency Contact Information
- Parent Agreement
- Registration and Refund Policies
- Course Catalog or Class List
- Course Description and Teacher's Background
- Class Opening/Available Seats
- Register/Update/Drop Classes
- Print Payment Voucher
- Billing and Payment History
- Homework

#### General Access

- My Profile
- Curriculum
- Incident Report Form
- Register Activity
Some functions

The following are common functions you might need: (You can always go back to the allowed function page by clicking My Account on the menu bar).

As a parent, you can use the following functions:

In the big group 1, you can update your spouse’s information, add new students, update the emergency contact information, etc. It is pretty straightforward to finish these parts. Please keep your information updated, especially your phone number, e-mail address and home address. We only meet Sundays and e-communication is essential for all of us.

Functions in group 2 are for register and pay your tuition fee. The following is to help you go through these steps.

Add/Switch/Drop Classes:
Please choose one family member one time. After you click the function, the following page will be shown:

Please be aware that you only need to select Chinese language class once. The system will automatically fill the choices for Fall and Spring Semester. If you only want to register the Chinese class for one
semester, please register two semesters first and e-mail to principal@ynhchineseschool.org to remove one additional semester.

You can also choose the enrichment classes. Please remember that you need to register two semesters separately. DO NOT forget to register for two semesters if you want. The seats for some hot classes go away much fast and we cannot guarantee that you will be added later.

If you can see the course in the class catalog as below: Course Catalog or Class List

But you cannot see from the drop down menu in “add class”. The reason might be no additional seats available. You can e-mail to principal@ynhchineseschool.org with the class name, code number and your student name to request. If there is possible to add more seats, the school will try the best to register your student in.

You can also check the seats availability by selecting the menu: Class Opening/Available Seats
Payment

You can print the payment voucher and mail your check to school mailbox. *It is very important to put your family ID on the check memo.*

SCCS

PO Box 8296

New Haven, CT 06530

Make the check payable to SCCS

The following is a sample check:

Please take a look in the marked fields and make sure all information is correct.

The payment voucher sample is in the following page with many explanations.
Dear Parent,

You have registered the following class(es):

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Classes Registered for 2017-2018</th>
<th>Book fee</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2017-2018 Family Membership Fee</td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>[1320]</td>
<td>7.1 (3:30-4:15pm 4:25-5:10pm, Fall, $150.00, B210)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1347]</td>
<td>Creative Writing (English) (Grade 6-10).1 (2:25-3:10pm, Fall, $100.00, C009)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1358]</td>
<td>Math 7 (For 7th graders).1 (1:30-2:15pm, Fall, $90.00, B308)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1470]</td>
<td>7.1 (3:30-4:15pm 4:25-5:10pm, Spring, $150.00, B210)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1497]</td>
<td>Creative Writing (English) (Grade 6-10).1 (2:25-3:10pm, Spring, $100.00, C009)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1507]</td>
<td>Math 7 (For 7th graders).1 (1:30-2:15pm, Spring, $90.00, B308)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1312]</td>
<td>5.1 Intensive (3:30-4:15pm 4:25-5:10pm, Fall, $150.00, C132)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1336]</td>
<td>Arylic Painting Class, Youth and Adult (90 minutes).1 (1:30-2:15pm, Fall, $200.00, B211)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1462]</td>
<td>5.1 Intensive (3:30-4:15pm 4:25-5:10pm, Spring, $150.00, C132)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[1486]</td>
<td>Arylic Painting Class, Youth and Adult (90 minutes).1 (1:30-2:15pm, Spring, $200.00, B211)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2017-2018 Parent-Duty Deposit (Refundable) $50
Outstanding Balance of past term see Account Detail $-380

2017-2018 Family Membership Fee $20
2017-2018 Parent-Duty Deposit (Refundable) $50
Outstanding Balance of past term see Account Detail $-380

Registration Fee (payment received date is by postmark date if by mail):
pay before or on 2017-08-31: $0
before or on 2017-09-17: $20
after 2017-09-17: $40
Pay earlier please
Total Due (this amount does not include registration fee): $1070
Discount or Credit: $0
Paid since 2017-06-30: $0
Current Due: $1070
Actual amount in this payment: $

SCCS will not accept cash. We ONLY accept checks!

Make check payable to Southern Connecticut Chinese School. Mark on the check your family ID (XXXX) and student names. You can pay by one of the following methods:

Method 1 (preferred): mail this payment voucher and a check to:
Southern Connecticut Chinese School
P.O. Box 8296
New Haven, CT 06530

Method 2: bring this payment voucher and check to school office on the first school day in Fall.

Contact finance@ynhchineseschool.org for any question regarding your payment.
Welcome to Southern Connecticut Chinese School!

Best Regards,

SCCS Administration Team
admin@ynhchineseschool.org