

HOW TO REGISTER FOR CFA PARENT PORTAL



Parents utilizing the CFA registration system can schedule attendance and even view or pay billing statements online using this secure payment process. All parents and new families will be asked to register for the CFA School Care Works Parent Portal for programs starting January 4th, 2021.

STEP 1: Navigate to the CFA Registration portal

https://schoolcareworks.com/registration/campfirealaska/start_registration.jsp

STEP 2: Choose a location

STEP 3: Select which program type you desire and click 'View Offerings'



STEP 4: Advance to program type you want and click 'Enroll'

Location: **Abbott Loop - School Year 2020 to 2021 - FULL DAY - INSERVICE 2/26/21**
When: 02/26/2021 until 02/27/2021
Tuition Fee: **60.00**
Enroll

STEP 5: Fill out 'Admission Date' and answer all program questions

STEP 6: Fill out all information pertaining to the student you are enrolling

Please note: If you have a second student you need to enroll, you will be prompted to do this after adding the first student details to your cart.

STEP 7: Click on 'Add to Cart'.

STEP 8: Review all submitted information

STEP 9: Once you are satisfied with the student information. Please navigate to the bottom of the page and create your Parent Portal account.

Connect Portal Account Creation Edit

Requested User Id

Requested Password Please fill out this field.

Requested For Parent *
 Guardian 1

Confirm Password

STEP 10: Enter your credit card information, answer confirmation questions and click 'Complete Registration'. You will receive an email receipt of payment to the email address you provided in the payment screen.

Please note the scheduled attendance is not final until you have completed all of the steps above and you receive a confirmation email.

HOW TO REGISTER FOR PROGRAMS ONCE YOU'RE IN THE PARENT PORTAL



Parents utilizing the CFA registration system can schedule attendance and even view or pay billing statements online using this secure payment process. SchoolCare Works secure site is accessible 24/7 days a week from anywhere with an internet connection.

STEP 1: Log into the Camp Fire Alaska School Care Works portal

<https://connect.schoolcareworks.com/login.jsp>

STEP 2: To complete registration online, click on the 'Registration' tab at the top of the page. Before entering any scheduled attendance, confirm that your child's name and correct school are listed above the calendar. The school name should be followed with 'Registration'. If you have multiple children attending the program, there is a dropdown box showing each child's name to view a separate calendar for each child. If the correct school is not listed, do not continue. Please contact your CFA program director.

STEP 3: Select the programs that you would like to enroll your child in and click 'add to cart'

*Caution – When selecting PM – 4:30 or PM – 6:00, select only one or the other for each day. The system allows both to be selected, billing for both.

If you have multiple children, you will select 'Find More' to take you back to the calendar. Go to the dropdown at the top to select the sibling. Select sessions the sibling will attend the program. Click on 'Add to Cart'.

STEP 4: Review registration information and update before checking out.

Sessions cannot be deleted from scheduled attendance after you checkout and payment is made.

STEP 5: Click on 'Check Out'.

STEP 6: Enter your credit card information and click 'Submit Payment'. You will receive an email receipt of payment to the email address you provided in the payment screen. Any previous balances must be paid at checkout. There are no refunds or credits for sessions missed once you have submitted payment information and have checked out.

Please note the scheduled attendance is not final until you have completed all of the steps above and you receive a payment confirmation email.



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