

WELCOME TO THE BRIDGES ACADEMY PORTAL!

****If you have submitted a paper Enrollment Contract, you **MUST** complete a new one online per child.****

We are excited for our parents to begin using the new Bridges Academy Portal!

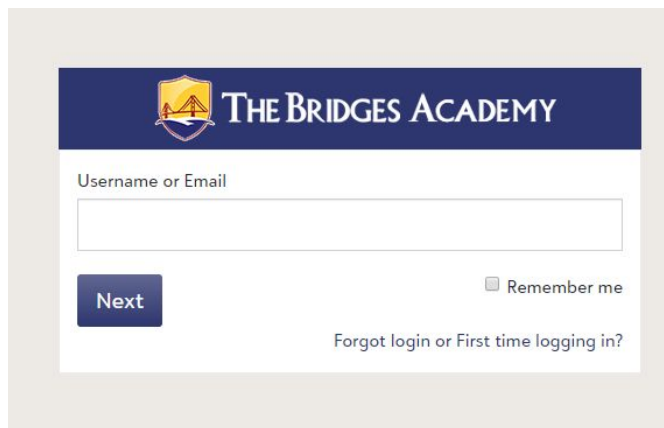
- You will complete Enrollment Contracts online which will link to your Smart Tuition account to make payments.
- You will be able to complete other important school forms online as well.
- Parent accounts will show all children that are currently enrolled in The Bridges Academy. Any forms on the account will be attached to each child and will need to be filled out per child.

Please see instructions below for logging in to your Parent account and then completing online forms.

PART 1:

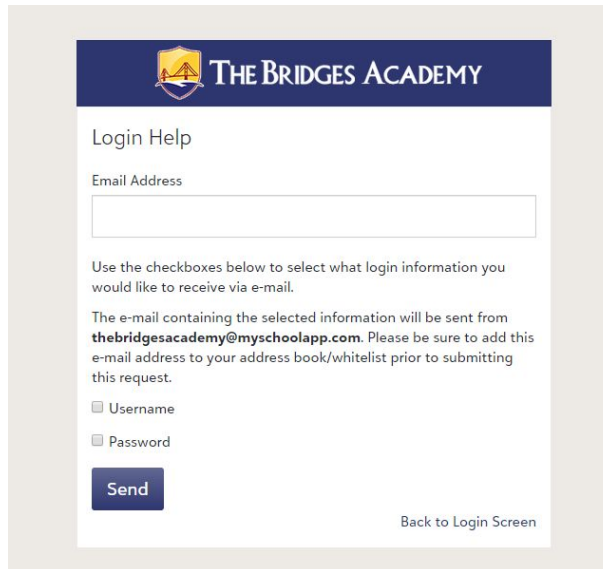
Instructions for logging in to your Parent Account:

1. Please go to <https://thebridgesacademy.myschoolapp.com/>
2. Click on “Forgot log in or First time logging in?” on the bottom right of the screen.



The screenshot shows the login interface for The Bridges Academy. At the top, there is a dark blue header with the school's logo on the left and the text "THE BRIDGES ACADEMY" in white. Below the header, the text "Username or Email" is displayed above a white input field. To the left of the input field is a dark blue button with the word "Next" in white. To the right of the input field is a checkbox labeled "Remember me". At the bottom of the form, there is a link that reads "Forgot login or First time logging in?".

3. You will be brought to the screen below. Type in your email address that we have on file for you. **ONLY** check the box next to Password. An email will be sent to you to create a password.



The Bridges Academy

Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

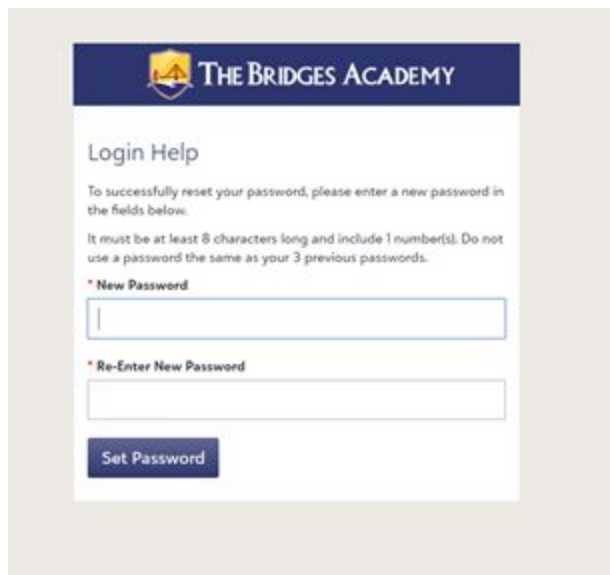
The e-mail containing the selected information will be sent from **thebridgesacademy@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

Username

Password

[Back to Login Screen](#)

4. You will receive an email with the subject "Password Request URL." In the email will be a link to reset your password.
5. Click on the link and it will bring you to the screen below. You will be asked to create a password for logging in to your parent account. Click the button "Set Password" and you will be logged in to your parent account. Be sure to record your password.



The Bridges Academy

Login Help

To successfully reset your password, please enter a new password in the fields below.

It must be at least 8 characters long and include 1 number(s). Do not use a password the same as your 3 previous passwords.

* New Password

* Re-Enter New Password

***PLEASE NOTE:** When logging in next time you will use your username (format below) and the password you created.

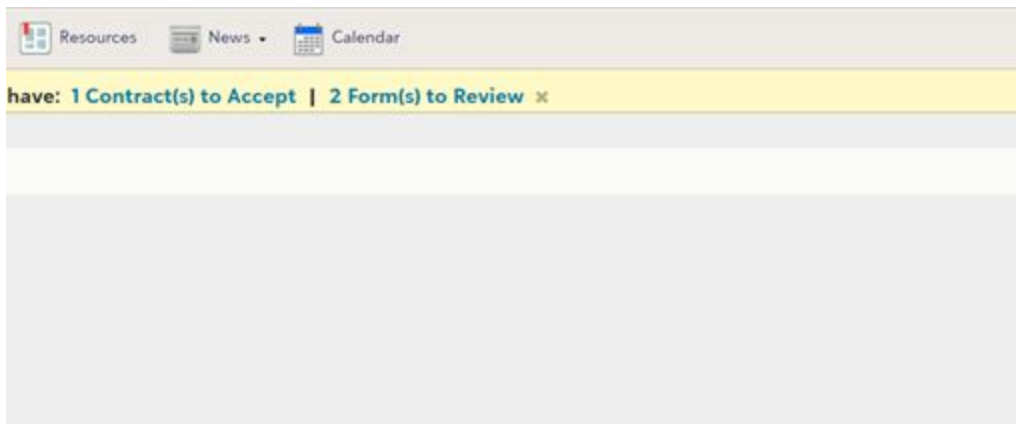
***Your username will be your first name period last name (Example: julie.smith)**

Part 2:

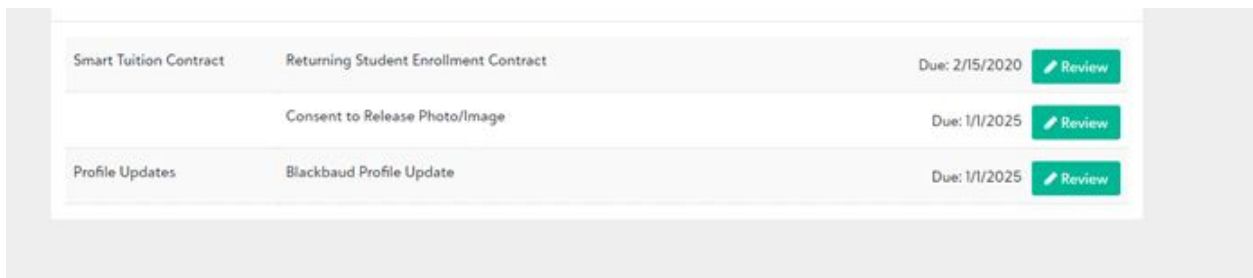
Instructions for completing online forms:

Forms are completed per child. If you have submitted a paper Enrollment Contract, you **MUST** complete a new one online per child. Enrollment contracts are due by February 15, 2020 and Re-Enrollment fee and 10% deposit are due at signing.

1. When you are logged in to your Parent Account, you will see a banner across the top. This notifies you that you have a Contract to accept and Forms to review.



2. Click on Contract and you will be brought to a Forms page that will show your child or children's forms. You will click on review next to each form to complete.



3. ***For Enrollment Contract Form:** The first question of this form is to link your current Smart Tuition account to next school year.

Be sure to answer, **YES, I already have a Smart Tuition Account with The Bridges Academy.** It will then ask for your Smart Tuition Username and Password.

Returning Student Enrollment Contract

The Bridges Academy uses Smart Tuition to handle deposits and tuition payment. Do you have an existing Smart Tuition Account with The Bridges Academy?

Yes, I already have a Smart Tuition Account with The Bridges Academy

No, I do not already have a Smart Tuition Account with The Bridges Academy

? Enter your username and password for your Smart Tuition account at The Bridges Academy. Please note that credentials for a Smart Account at a different school will not work.

Smart Tuition

Username

Password

[Forgot Smart Tuition username or password?](#)

[Continue to contract](#)

*Please direct any questions you may have to the Business Administration Office at 631-446-8050 or email at business@bridgesli.org.