

# How to enroll to summer program?

## Step 1. Login to Parent Portal



- Home
- About Us
- Courses
- Summer Program
- Faculty & Staff
- Computing Olympiad
- Contact Us
- CCA Foundation

Welcome to inGenius Online Enrollment and Parent Portal web site.

Parent Login

E-Mail Address:

Password:

[Password forgotten? Click here.](#)



Sign In

New Account Sign Up

By creating an account at inGenius you will be able to register for classes, be up to date on a registration status, and keep track of your child or children's registration history.

Create Account

## Step 2. Click "Enroll Now" button

Student Name	Grade in Fall 2023		Enroll Now	Order Lunches	Forms
Student Test	Grade 9 in fall 2023 			Order must be placed in advance for the next week by Saturday @10pm	<b>Required Forms</b> <ul style="list-style-type: none"><li>✓ Agreement</li><li>✓ Student Behavior Contract</li></ul> <b>Optional Forms</b> <ul style="list-style-type: none"><li>Media Release</li></ul>
John Doe	Grade 5 in fall 2023 			Order must be placed in advance for the next week by Saturday @10pm	<b>Required Forms</b> <ul style="list-style-type: none"><li>✓ Agreement</li><li>🔔 <b>Please sign!</b> Student Behavior Contract</li></ul> <b>Optional Forms</b> <ul style="list-style-type: none"><li>Media Release</li></ul>

View and sign the required forms

If you haven't reviewed and signed the Agreement and Student Behavior Contract, you will be redirected to the pages before enrollment.

Click the pencil icon to update student grade and other information.

## Step 3. Check the week box(es) and select the classes



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Student Name: John Doe  
 Location Name: Canyon Crest Academy  
 Grade: 5 (grade in 2023-2024 school year)

Week	Days	Morning Theme Camp 8:30am-12:00pm or Programming Camp 8:30am-12:00pm	Afternoon Theme Camp 12:30pm-3:30pm or Programming Camp 12:30pm-4:00pm	Extended Aftercamp Schedule Weekly 3:30pm-6:30pm	Total
Select All	M T W Th F	<a href="#">Schedule Details</a>	<a href="#">Schedule Details</a>	<a href="#">Schedule Details</a>	
<input checked="" type="checkbox"/> Week 1: 6/12- 5 Days M-F 6/12/2023		3 Dimensional Art	Minecraft Game Design	Attend Aftercamp	
<input type="checkbox"/> Week 2: 6/19- 5 Days M-F 6/23/2023					
<input type="checkbox"/> Week 3: 6/26- 5 Days M-F 6/30/2023					
<input type="checkbox"/> Week 4: 5 Days M-F 7/3,5,6,7/2023					
<input type="checkbox"/> Week 5: 7/10- 5 Days M-F 7/14/2023					
<input type="checkbox"/> Week 6: 7/17- 5 Days M-F 7/21/2023					
<input type="checkbox"/> Week 7: 7/24- 5 Days M-F 7/28/2023					

[Calculate Tuition](#)
[Save for Later](#)
[Enroll and Check Out](#)
[Discard and Back to Parent Portal](#)

Tuition Total: \$0  
 New Student Registration Fee: \$0  
 Material Fee: \$0 (\$10 per week)  
 Total Discount: (-\$0)  
 Total: \$0

**“Save for Later”:**  
 Enrollment is not sent to  
 inGenius.  
 Select this if you plan to  
 edit later.

**“Enroll and View Cart”:**  
 Select this if you are ready  
 to confirm and pay.

## How to update an enrollment?

The screenshot shows the inGenius Parent Portal interface. At the top is the inGenius logo and a navigation bar with links: Home, About Us, Courses, Summer Programs, Enrichment Programs, Faculty & Staff, Computing Olympiad, Contact Us, and CCA Foundation. Below this is a secondary navigation bar with links: Parent Portal, View Cart / Order History, and Logoff.

An announcement box states: "Welcome to inGenius Parent Portal! - inGenius and Canyon Crest Academy Foundation work together to offer a safe and fun summer camp in 2023. - View step by step help document of [How to enroll to summer camp](#) Please contact us, info@inGenius.us, if you have any questions."

A "My Cart" box shows a "Store Credit: \$91.10" and a "Request Refund" button.

The main content area is a table with columns: Student Name, Grade in Fall 2023, and Forms. It lists two students: John Test and Joe Doe.

For John Test, the grade is "Grade 1 in fall 2023" with a pencil icon. There are "View" and "Change" buttons. An "Order Lunches" button is also present, with a note: "Order must be placed in advance for the next week by Saturday @10pm". The "Forms" column for John Test lists: "Required Forms" (Agreement, Student Behavior Contract) and "Optional Forms" (Media Release, Friend Request).

For Joe Doe, the grade is "Grade 5 in fall 2023" with a pencil icon. There is an "Edit Draft Enrollment" button. An "Order Lunches" button is also present, with a note: "Order must be placed in advance for the next week by Saturday @10pm". The "Forms" column for Joe Doe lists: "Required Forms" (Agreement, Student Behavior Contract) and "Optional Forms" (Media Release).

Three red callout boxes provide additional information:

- "Edit Draft Enrollment":** an enrollment hasn't been submitted to inGenius yet. Please to add to cart and pay to confirm.
- Change:** Once you paid for an enrollment, you can still drop/switch/add classes by clicking the Change button.
- Friend Request:** If it's important that your child is with a specific friend, make sure to submit your friend request.

## What is the information on View Cart / Order History page?



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Parent Portal View Cart / Order History Logout

### Cart & Order History

#### Confirmed Schedule(s)

**Order History**

**John Doe** View

**Ref#:** 900-2439  
**Status:** Paid and Confirmed  
**Campus:** Dingeman Elementary School  
**Tuition:** 797.00  
**Lunch:** 0.00  
**Material Fee:** 30.00  
**Registration Fee:** 50.00  
**Discounts:** 80.00  
-registration Fee waived: \$50.00  
-Material Fee waived: \$30.00  
**Enrollment Total: \$797.00**

Please contact [info@inGenius.us](mailto:info@inGenius.us) for any changes after student summer enrollment is paid.

**Payment History**

Total Paid: **\$797.00**

**Refund History**

Total Refund: **\$0**

Order History:  
Shows all paid and confirmed enrollments.

Payment History:  
All payments received

Refund History:  
All payments refunded

#### My Cart: Pending Enrollments

Ref. Num	Name	Days Enrolled	Tuition	Material Fee	Registration Fee	Lunch	Discounts w/ Sibling Discount	Sibling Discount	Action
900-2440	Ann Doe	10 Days	598.00	20.00	50.00	0.00	70.00	0.00	View/Edit Lunch Save for later

Tuition: \$598  
Registration Fee: \$50  
Material Fee: \$20

**Subtotal:** \$668.00

**Total Discount: (-\$70)**  
Material Fee Waived: (-\$20)  
Registration Fee Waived: (-\$50)

"My Cart: Pending Enrollments": shows the enrollments you are ready to pay.

**Amount Due: \$ 1395.00**

Pay Now

If you adjust your confirmed enrollment or order lunches, the amount due will reflect the changes.

#### Saved Enrollment(s)

**Enrollment Number:** 900-2438  
**Name:** Test Student  
**Enrollment Status:** Save for later  
**Enrollment Days:** 39 Days  
**Campus:** Canyon Crest Academy

View | Edit Add to cart Delete

Terms and Conditions  
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Your saved enrollment will be shown at the bottom of View Cart page.  
"Add to cart":  
Select this if you are ready to confirm and pay.