

## RHSA Registration Instructions

1. You will be sent an email containing your username and temporary password. Please use these to log in to [ecoops.com/rhsa](https://ecoops.com/rhsa). You should change your password for your security once you log in. (You will see that as an option on the right hand side of the page.)

2. Under [New Year: 2021-2022 Online Registration](#) you should check and make sure your family's information is correct. Click the button **Update Family Info** to make any changes. This is also where you can add students if you have younger kids you need to enroll.

3. Next, click on **Legal Forms**. You will need to read and accept the Release of Liability and General Agreement. Enter your family's last name and click on **I agree to the Above Terms** to accept.

4. Notice that **Payment Information** is not enabled. You will need to bring your payment to RHSA and turn it in at the front desk in order to complete your registration. Registration fees are \$200 per family. Registration checks should be made payable to RHSA. Teacher checks should include the supply fee and May tuition and be made payable to the teacher. Only one check per student per class. Please do not combine multiple students and classes into one check. This is for registration purposes only. All checks should be received within two weeks of registering or you will lose your spot.

5. Next, you will need to select a service job. Click **Add Service Job** and choose a job from the drop down menu. Then click **Add**.

6. Current families may begin registering on April 5, 2021. New families may register beginning April 20, 2021. You cannot add classes until these dates.

7. Once all the steps above are completed, you are ready to add classes. You will need the class codes for the classes you wish to enroll in from our 2021-2022 class grid which is located on our website, [rhsa.org](https://rhsa.org). Click **Class Registration**. Under each student, enter the desired class code for each class and click **Add**, then **Enroll**. This will add that class to your list. Repeat for each class you want to add. You can go back and make corrections or drop a class if you make a mistake. Once you have entered all classes, click **Complete Student Registration** to finalize your registration. You will need to click **Accept Payment Terms**. **Please note that only the supply fee is listed in this step. You will need to include the supply fee and one month's tuition to your registration check.**

8. You now have the final checkout receipt for the classes you have registered for. Please either print out the checkout receipt or write down the receipt number and turn it in with your payment checks.

9. The registrar will send you a confirmation email once your payments have been received.

10. You will use your login information throughout the year to make any changes in your account, add or drop classes, add/change service job, see your schedule, etc. Please contact [rhsaregistraremail@gmail.com](mailto:rhsaregistraremail@gmail.com) if you have any questions or issues.