HCS Academy Registration Instructions

1. If you do not already have one, you will need to set up a family account on Homeschool Life (our new registration system for all classes and clubs). Go to https://www.homeschool-life.com/3168/ to create your account.

2. Once you have created an account, go to **Academy** from the homepage. You will see the schedule on this page. Simply click on the class you are interested in. The class description and all other information related to the class will appear in a pop-up screen. All of your students (and you) will appear in a checklist format on the right of that pop-up screen. Simply click the name of the student(s) you want to enroll in that class and press register. Continue with this process for every class you want to register for.

3. ***Registration is not considered complete until the $75 deposit has been paid***. Once you have registered for all the classes you want, refresh the page from your browser and you will note a **Balance** due amount in the upper right portion of your screen. Click on that and select to pay that balance. You will be given the option of going directly to PayPal to complete your payment. Once you confirm the payment and return to the HSL website, hit refresh again and your balance due will be cleared. At that point, you are completely done, and your students are successfully registered for those classes. PLEASE NOTE: You will NOT be billed separately for the registration fee as in times past. It is assumed the fee will be paid through PayPal at the time of registration for your student to be placed in the class. Should you desire to use an existing school credit to pay the registration fee and/or would prefer to pay by check, please email Tracy West at billing@hcssd.org. Again, to be clear, your student is not considered registered for the class until payment is received.

4. To now see the classes from your HSL account, go to **CLASSES** located at the very top of the screen (where your Balance was). You can view this from a couple of different perspectives by changing the Dashboard view. From the Parent View, you will see all classes you registered for. From the student view, they will see the classes and instructor information for the classes you registered them for.