

## STEP BY STEP GUIDE FOR CREATING ONLINE ACCOUNT

1. Open up your internet browser and go to [www.mhdancecenter.com](http://www.mhdancecenter.com)
2. Scroll over the last tab on the top right of the home page called **"Registration"** and a sub-menu of **"Online Registration"** should appear below - click it.
3. A new window will open with Customer Access by Akada Software, Inc (if your pop-up blocker is on it might inhibit the new window from opening.)
4. Since this is a new system, **ALL STUDENTS ARE CONSIDERED NEW STUDENTS**, regardless of if considered a "returning" student to MHDC
5. Click on the **"New Student/Account"** link.
6. Enter the **primary parent or gaurdian's first and last name** in addition to an email address. This **email address will be the primary method** for correspondence from MHDC.
7. **Create a password** - this will be the password used to log into your account (be sure to write it down)
8. Read the Akada Software, Inc's policy, **check the box below and click continue**.
9. Read the policies outlined by MHDC and type the first and last name of the parent entered under **"Type Account Name"**. This acts as your signature. Check the box indicating you understand the policies. If you wish to print the page do so before clicking **"Agree and Continue"**.
10. Please verify the first and last name previously entered, in addition to verifying the email address and password used.
11. Fill in the **mailing address** for the dancer/primary parent. **Your class registration cannot be processed without this information.**
12. Fill in a primary **phone number** where the parent/gaurdian can be reached. **Your class registration cannot be processed without this information.** (Additional phone numbers can be given on upcoming pages)
13. Please fill out **Additional Parent Information** including name, home phone, cell phone, and/or work phone, as well as an alternate email.
14. Click **"Continue to Enter Credit Card Information"**. If you wish to have a credit card on file (monthly tuition will be automatically pulled from it) please enter the information in the indicated fields and indicate the use of the credit card in the drop down menu. If you do not wish to have a credit card on file simply leave this section blank and click **"Continue to Add Student Information"**
15. **Under Student Information** please fill out the **dancer's first and last name** (this is where a different last name for child would be indicated). Fill out the **dancer's birthday**,

which will automatically calculate their age in the gray box to the right.

16. If you have more than one dancer click **"Add Another Student"** and repeat step 15 for the new dancer. If you do not have another dancer click **"Continue to Registration"**
17. The next screen should indicate on the top which dancer you are looking to enroll (i.e. Register Susie Jones for Classes). Scroll to find the desired classes and click the pink square **"Register"** button on the left of the class description. As you click you should see their class total increase in the box on the right called Selected Classes.
18. If you have another dancer click the **"Register Next Dancer for Classes"** and repeat step 17. If you do not have an additional dancer click **"Submit Registration"**
19. Once you have submitted your registration the office will be notified of your pending request. You will receive further information from the studio upon verification of the registered classes.
20. If you are done click **"Log Out"**, or if you are interested in learning more about your account and its features click **"Go To Account"**