How To Register Using SchoolCare Works

1. Go to https://www.icsatlanta.org/asp and click on the Registration link. If for some reason you have issues with the link, you can go directly to the registration page by going to https://www.schoolcareworks.com/registration/icsatlanta/start_registration.jsp. All families will need to register here initially, then will use the Parent Portal for all future registrations.

2. Click on "Click to View Offerings" under the appropriate section (Lower Campus, Upper Campus, Holiday Camps or ASP Teacher/Staff).

Lower Campus

Register here for all Lower Campus programs. To register for Wednesday Only, simply select the Month or Week you are registering for and you will be able to select Wednesday Only under the Plan Selection section of the registration form.

Click to View Offerings ▶

Upper Campus

Register here for all Upper Campus programs. To register for Wednesday Only, simply select the Month or Week you are registering for and you will be able to select Wednesday Only under the Plan Selection section of the registration form.

Click to View Offerings ▶

3. To select the program you're registering for, find the appropriate option and click "Enroll". You will have the choice to enroll for either Monthly or individual Weeks. Note: If enrolling your child(ren) into multiple Months or Weeks, continue following these instructions and **Step 8** will instruct you on how to add more programs to a child.

LC - August Monthly

Monthly Fee - Full - $350
Wednesday Only - $140
$10 Late Fee Applies To All Registrations Placed After Midnight Friday

Location:	International Charter School of Atlanta - 2019-2020 School Year - LC - August Monthly
When:	08/01/2019 until 08/30/2019
Late Registration Fee	0.00

Enroll

4. You will then be taken to the registration form. The first section you will see is called Tuition Selection. Here you will choose either Full Month/Full Week or the Wednesday Only option.

Registration 👤

*The * and ★ icons indicate mandatory fields that must be filled out.*

Programs

LC - August Monthly from 08/01/2019 to 08/30/2019 at International Charter School of Atlanta

Tuition Selection

Please select a plan for enrollment

📅	Please select	★

Please select
Full Month - $350
Monthly - Wednesday Only - $140

5. Continue to fill out the rest of the registration form. Any fields that have a red star or an asterisk* are Required fields. You will not be able to continue to the next page until those fields have been populated/answered.

Student Information

First Name

👤	First Name	★

Last Name

👤	Last Name	★

Gender*

👨 Male   👩 Female   👤 Unassigned

Birthday

📅	mm/dd/yyyy	★

6. Once you complete the form, click "Add To Cart" in the bottom right hand corner.

Work Phone

📞	Work Phone	★

Cell Phone

📞	Cell Phone	★

Email

✉	Email	★

Confirm Email

✉	Confirm Email	★

🛒 ADD TO CART

7. On the next page, you have the option to "Add a New Student" if enrolling more than one child. Simply click on the link and follow the same steps as you did for the first child. Single child families can skip this step.

8. If you would like to enroll your child(ren) into additional Months or Weeks, click on the "Add More Programs" link under the child's name and refer back to **Steps 2, 3 and 4**. All of your information will be saved from before, so you just need to choose your Tuition Selection and click Add to Cart. You'll need to do this for each child. Then proceed to **Step 9**.

9. The next step is to create a Username and Password for the Parent Portal (also called the Connect Portal). *IMPORTANT – The Parent Portal is where you will register your child(ren) for all future registrations and enter a Credit/Debit Card for ICSAtlanta to have on file. Once you have created a username and password, you can log into the Parent Portal here: https://connect.schoolcareworks.com/login.jsp. If you enter a Username that is already in use, try adding numbers and/or special characters to make it unique (a popup will appear if Username is already in use). Also be sure to click the checkmark under the "Requested For Parent" field (below) so that it turns blue. Then click Continue.

10. Next, click Continue under the Payment Information section. **Note:** You are not required to pay upon registration. ICSAtlanta will process all unpaid balances every Monday (morning) during the requested week. Please see **Step 13** for instructions on how to add your Credit/Debit Card for payments.

11. The last step is to acknowledge the registration confirmation questions. Click in the circle next to the questions and a checkmark will appear noting that you have acknowledged the disclaimer.

12. Then be sure to click on Complete Registration. You will notice that the Amount Due will show $0, unless you are registering late ($10 late registration fee for registering on Saturdays and Sundays). Once ICSAtlanta runs billing, your normal tuition will be posted to your statement.

Subtotal $0.00

Amount Due$0.00

🗑 **Clear Registration**   ☑ **Complete Registration**

13. As stated above, you can enter your Credit/Debit card for ICSAtlanta to have on file through the Parent Portal. Log in with your Username and Password you created using the following link: https://connect.schoolcareworks.com/login.jsp

14. Click on the Auto-Pay tab.

Help   485219 - Test Family (International Charter School of Atlanta) ▼ Mom Test : Account | Logout

🏠 **Personal**   **Registration**   **Calendar**   **Communication**   **Auto-Pay**

Announcement $ 399.99   Statements   **News & Info**
                Make Payment   Announcement
                                         ⚠ Registration Deadline
                                         Welcome ICSAtlanta ASP Parents,

15. Then click on Add New Payment Method

16. Then enter in all of your Credit or Debit Card information and click in the agreement box and Save.