



Registration How-To : New Families

- Go to homeschool-life.com/mi/coramdeo/
- Click the “**Join**” button (top right corner).
 - This enrolls you on our homeschool-life site. Through this site you will have access to registration, class schedules and info, student homework assignments, grades, etc.
- Fill out and submit the form. You will be taken to a screen that says

Request Membership in this Organization!

Thank you, you should be getting a confirmation email shortly.

Your group administrator has been notified that you requested membership. You will not be able to log in until they approve your membership request. You will be notified via email when you can log in. Make sure you save the user name and password you just entered because you will need them to log in.

Your homeschool group administrator requests that you complete the following [required](#) form.

** Your registration is not complete unless you click on the link below!! **

- Don't worry about the notice at the bottom. Just wait for the confirmation email that your membership has been approved and then proceed to the next step.
 - If you don't hear from us in 1-2 business days, please email Jen Feller (joshandjenf@gmail.com) or Hannah Rose (hannahrose1982@gmail.com).
- Your Welcome email will say this: “Welcome to the Coram Deo family! The web site administrator has just approved your membership. You are now able to log in and register for classes. Follow the registration instructions under the FAQ.”
- Go back to homeschool-life.com/mi/coramdeo/

- Log In to your account by clicking on the “**Login**” button (top right corner).

- To register for parental volunteer positions, classes for students, and nursery, first click on the “**Class Registration**” button (found in the yellow bar). This will show you the schedule for each grade group along with the different parental volunteer areas.
 - Click on the classes you want to register for. When you do, a box will drop down containing a description of the class, any required curriculum, extra class fee where applicable, and how many slots are still available.
 - On the right side of the drop-down box, a list of all the students you have registered with Coram Deo will appear. Choose which of your students you want in that particular class. Do this for each class you want your students in.
 - A couple notes at this point.
 - Make sure you register each child (minus nursery children) for the “Tuition” class.
 - Each family must choose at least one volunteer position, but feel free to pick more than one. :)
 - Nursery is only for the children of teachers (all day) and volunteers (while you are fulfilling your duties)

- Once you've completed that, you can go to the “Balance” button (on the green bar at the top of the page) to see how much is owed.
 - Tuition/ class fees are due September 1st. (The \$15 Registration fee is due within 30 days of the date of your application).
 - If paying the entire sum at once isn't feasible, contact Jen Feller about setting up a payment schedule.

- To double-check that you are registered for the proper classes, click the “**Classes**” button (on the green bar at the top of the page), then click on the “**Switch Dashboard View**” box.
 - Change it to “**Parental View.**”
 - Click on the gray bar that says “**Future Classes.**”
 - Click on the opposing arrows in the corner of that box to expand the view. You should find a list of everything you have signed up for!

You're Done!!!

And WELCOME to CORAM DEO!

If this process makes you cry with frustration, you are not the first...

We know the site isn't the most "user friendly" place on the Internet!

Please reach out to Jen Feller (517-763-5946)

or Hannah Rose (989-721-7235) if you need assistance!