CHEC Academy

2025-26 Enrollment
Instructions (New Families)

- ✓ **Visit** ChecAcademy.com.

- ✓ **Navigate to the Parent Portal:**
  - o At the top of the page, click **"Parent's Corner"** and then select **"Parent Portal"** and **"login"**
  - o Need help? Find helpful how-to videos on this page.

- ✓ **Choose Your Program:**
  - o Select the **"New Students"** option at the top of the page.
  - o Scroll down to find and select the correct program (Non-Scholarship or Scholarship).

- ✓ **View Program Details:**
  - o This will take you to the Main Program page, where you'll find the program description, dates, payment plans, and more.
  - o At the bottom of the page, click **"Register."**

- ✓ **Log In or Create an Account:**
  - o Click **"Sign In/Sign Up."**
  - o Enter your email and follow the prompts to create an account.

- ✓ **Add Student Information:**
  - o Click **"Add a New Participant"** if your student's name is not listed.
  - o Fill out all required fields, including participant details, emergency contact, and medical/allergy information.

- ✓ **Review Waivers:**
  - o Click **"Continue"** and read **ALL** waiver information carefully before signing.

- ✓ **Complete Checkout:**
  - o On the next page, select whether to pay in full or via the installment plan listed on the Main Program page.
  - o Fill out payment information and click **"Place Order."**
    - ▪ **Accepted Forms of Payments**: Cash or checks (dropped off at our Boynton Beach location), credit/debit cards, and Zelle.
    - ▪ **Backup Payment Requirement**: Regardless of your chosen payment method, a valid credit card must be entered into the system as a backup. This card will be charged if your primary payment is not received by the due date.
    - ▪ **For scholarship users:** Ensure installment payments are sent through your EMA marketplace by the 26th of the prior month. If not received, your card will be auto charged starting on the first installment date.

- ✓ **Success!**