

Blyth
ACADEMY

Shaping the world



APPLYING ONLINE

Dear Parents/Guardians & Students,

Welcome to the new Blyth Academy Student Registration Portal!

We've built it to help streamline applications for all Blyth Academy and Blyth Academy Online programs.

Below is a helpful list of some of the features we have designed for you and your family.

Key Features:

- Save and store parent/guardian and student demographic information to minimize data re-entry.
- Add and manage one or more siblings from a single dashboard.
- Split tuition payments between multiple credit cards (if desired).

If you are registering a **NEW STUDENT**, please sign up and create an account for the first time.

If you are registering an **EXISTING** or **RETURNING STUDENT** you should already have an account created. We encourage you to click Forgot Password to setup your account, review all demographic information on file, and update as needed.

Thank you for your patience and support as we launch this new tool.

Included in this guide, how to register instructions for:

[PART A \(pg. 3\):](#) New Parents & Students

[PART B \(pg. 8\):](#) Existing Parent, New Child (ie. Sibling)

[PART C \(pg. 9\):](#) Existing Parent & Student: Re-enrollment & Applications to New Programs

Questions?

Contact your local Blyth Academy Campus

OR

admissions@blytheducation.com

PART A: NEW PARENTS & STUDENTS

STEP 1.

On [the Blyth Academy online portal](#), click “Register as a New User”

Blyth
ACADEMY

LOG IN CONTACT US

Blyth Academy Student Registration Portal

Register as a new user

Login

EMAIL

PASSWORD

Login

[Forgot your password?](#)

STEP 2.

Fill in initial information for account creation. Login will use email address and password, as entered here. All fields are required. Once complete, click “Register”.

Please note, login must be for parents, when students are under 18 years old. If over 18 years old, students may create account login without parent.

BLYTH ACADEMY USER REGISTRATION

FIRST NAME

LAST NAME

I AM: PARENT/GUARDIAN STUDENT Student must be 18+

EMAIL

PASSWORD
Minimum 6 characters. At least one non letter or digit character. At least one digit ('0'-'9'). At least one uppercase ('A'-'Z')

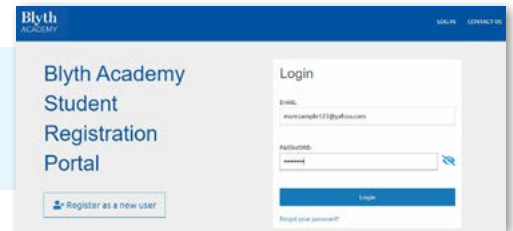
Register

STEP 3.

You will be sent an email from [Blyth Academy](#) with a link to confirm your account. Click the button to confirm your account.



You will be redirected to the login page. Enter your newly created username (email) and password, and click "Login".



STEP 4.

Enter Student Information. Click "Save and Continue". This will create a student profile with your parent portal. You can add multiple students to one parent portal. You will then be prompted to complete additional Parent/Guardian information for this student.

In order to complete the registration please fill out Student Information

STUDENT INFORMATION

FIRST NAME John	LAST NAME Sample
MIDDLE NAME optional	GENDER <input type="radio"/> FEMALE <input checked="" type="radio"/> MALE <input type="radio"/> NON-SPECIFIED
DATE OF BIRTH 1 Jan 2004	
IS THE STUDENT APPLICANT A DOMESTIC STUDENT? <input checked="" type="radio"/> YES <input type="radio"/> NO <small>Must either be a Canadian citizen or provide proof of PR status</small>	
ADDRESS 123 Example Street	
CITY Exampleville	PROVINCE/STATE/REGION Ontario
POSTAL CODE/ZIP A1B2C3	COUNTRY Canada
HOME PHONE optional	CELL PHONE NUMBER 4165551234
EMAIL johnsample@example.com	
DO YOU HAVE AN INDIVIDUAL EDUCATION PLAN (IEP)? <input type="radio"/> YES <input checked="" type="radio"/> NO	HAVE YOU EVER BEEN EXPELLED FROM SCHOOL? <input type="radio"/> YES <input checked="" type="radio"/> NO
<input checked="" type="checkbox"/> PLEASE SEND ME EMAIL UPDATES ON NEW PROGRAMS AND NEW PROMOTIONS FROM BLYTH ACADEMY	
<input type="button" value="Save & Continue"/>	

STEP 5.

Complete all applicable Parent/Guardian information and click "Save & Continue".

The screenshot shows two side-by-side registration forms. The left form is for 'PARENT / GUARDIAN 1 INFORMATION' and the right is for 'PARENT / GUARDIAN 2 INFORMATION'. Both forms include fields for first and last names, address, city, province/state/region, postal code/zip, country, home phone, cell phone number, and business phone. There are also checkboxes for 'SAME ADDRESS AS STUDENT' and 'PLEASE SEND ME EMAIL UPDATES ON NEW PROGRAMS AND NEW PROMOTIONS FROM BLYTH ACADEMY'. The right form includes a 'NOT APPLICABLE' checkbox and a 'Save & Continue' button.

STEP 6.

Select type of program for which you would like to apply: in person programs, or online courses.

The screenshot shows the Blyth Academy user dashboard. The header includes the Blyth Academy logo, a home icon, a notification icon, and the user's email address 'MOMSAMPLE123@YAHOO.COM'. The main content area features a user profile for 'John S.' and two large buttons: 'Study at a Blyth Academy Campus' and 'Study Online Courses'. Below these are 'Personal Info' and 'Application Forms' buttons. On the right side, there are links for 'Info Sessions', 'Edsby', and 'Blyth Academy Fees'.

STEP 7.

Follow the steps to select the program of choice, and ultimately add the selection to the 'backpack' in order to check out. In this example, we are selecting Grade 11 Full Time, Full Year studies at Blyth Academy Lawrence Park.

The screenshot shows the 'NEW ACADEMY APPLICATION' form for 'JOHN SAMPLE'. The form has tabs for 'ACADEMY INFORMATION', 'STUDENT INFORMATION', 'ORDER SUMMARY', and 'REVIEW'. The 'ACADEMY INFORMATION' tab is active, showing fields for 'PLEASE CHOOSE ACADEMIC YEAR' (2019-20, 2020-21), 'CAMPUS' (Lawrence Park), 'PROGRAM' (Academy Full Time), 'GRADE' (Grade 11), and 'OPTION' (6-8 Course Package). A warning message is displayed at the bottom: 'If you submit a Full-Time application prior to completing the campus interview and receiving acceptance, your deposit will be held until the Admissions Process is completed and the student has been formally accepted to Blyth Academy. For more information on Blyth Academy's Admissions Process, please go to https://blytheducation.com/fees/admissions-process/ I understand'. The right side of the form shows a 'PAYMENT PLAN' dropdown set to 'Installment Plan' and a 'WOULD LIKE TO PURCHASE TUITION PROTECTION' checkbox set to 'YES'. A text box explains the tuition protection policy, and there are 'Cancel' and 'Next >' buttons at the bottom.

ACADEMY INFORMATION STUDENT INFORMATION ORDER SUMMARY REVIEW

PRESENT SCHOOL

Exampleville High School

CITY

Exampleville

HOW DID YOU FIRST HEAR ABOUT US?

I live in the neighbourhood, I was walking by etc.

WERE YOU A STUDENT WITH BLYTH ACADEMY IN THE PAST 365 DAYS?

YES NO

DO YOU HAVE A SIBLING ALSO REGISTERED FOR A BLYTH ACADEMY FULL TIME PROGRAM (MINIMUM OF 6 COURSES) IN 2020-21?

YES NO

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STEP 8.

Order Summary Page: Review options, apply promo code (if applicable), review and accept terms & conditions. Click "Next"

ORDER SUMMARY

DESCRIPTION	PRICE
6-8 Course Package – Installment Plan	4475.00 CAD
Tuition Protection	1033.75 CAD
Registration Fee	795.00 CAD

TOTAL PAYMENT DUE: 6303.75 CAD

IF YOU HAVE A PROMO CODE OR A SPECIAL OFFER CODE, ENTER IT HERE



Apply Promo

TERMS & CONDITIONS

Full Time Coursework Schedule:

- Students must complete a minimum of 6 courses per semester to receive a diploma.
- Students must complete a minimum of 12 courses per year to receive a diploma.
- Students must complete a minimum of 18 courses per year to receive a diploma.
- Students must complete a minimum of 24 courses per year to receive a diploma.
- Students must complete a minimum of 30 courses per year to receive a diploma.
- Students must complete a minimum of 36 courses per year to receive a diploma.
- Students must complete a minimum of 42 courses per year to receive a diploma.
- Students must complete a minimum of 48 courses per year to receive a diploma.
- Students must complete a minimum of 54 courses per year to receive a diploma.
- Students must complete a minimum of 60 courses per year to receive a diploma.
- Students must complete a minimum of 66 courses per year to receive a diploma.
- Students must complete a minimum of 72 courses per year to receive a diploma.
- Students must complete a minimum of 78 courses per year to receive a diploma.
- Students must complete a minimum of 84 courses per year to receive a diploma.
- Students must complete a minimum of 90 courses per year to receive a diploma.
- Students must complete a minimum of 96 courses per year to receive a diploma.
- Students must complete a minimum of 102 courses per year to receive a diploma.
- Students must complete a minimum of 108 courses per year to receive a diploma.
- Students must complete a minimum of 114 courses per year to receive a diploma.
- Students must complete a minimum of 120 courses per year to receive a diploma.

Distance Learning Schedule:

- Students must complete a minimum of 6 courses per semester to receive a diploma.
- Students must complete a minimum of 12 courses per year to receive a diploma.
- Students must complete a minimum of 18 courses per year to receive a diploma.
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Blyth Academy Full Time Coursework Schedule:

- Students must complete a minimum of 6 courses per semester to receive a diploma.
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- Students must complete a minimum of 120 courses per year to receive a diploma.

I am aware of the cancellation policies and agree not to dispute or attempt to charge back the acknowledged charge.

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STEP 9.

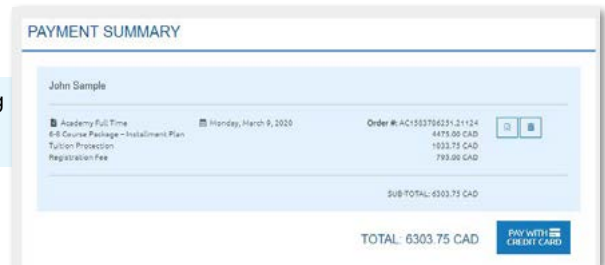
Review information one more time for accuracy. Click “Confirm & Add to Backpack”.



STEP 10.

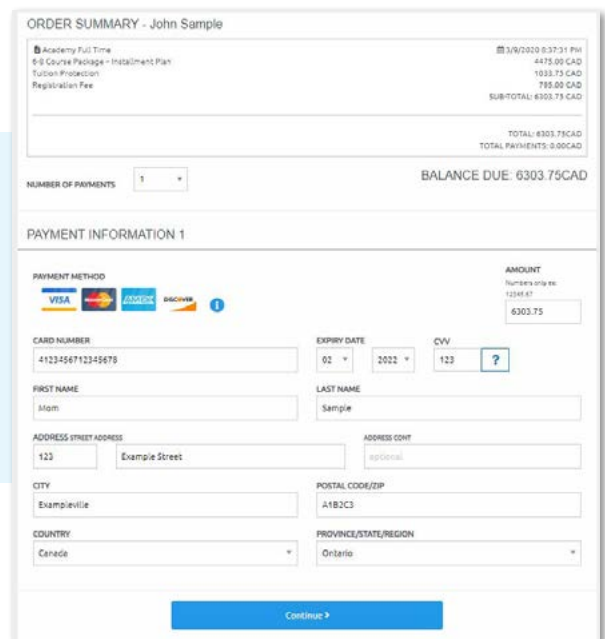
You will be shown a payment summary. If paying by credit card, click “Pay with Credit Card”.

NOTE: If you would like to pay by an alternate method, this is your last step online. Your next step is to contact your local campus or our admissions team to make payment by your preferred method (ex. cheque). The campus or admissions team will complete the application upon receipt of payment.



STEP 11.

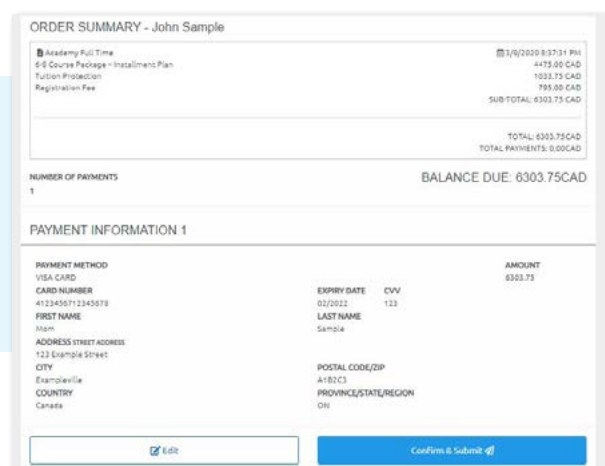
Enter payment and billing information, click “Continue”. You can pay on multiple credit cards by selecting the number of cards on “Number of Payments” and then typing the amount for each card. The amount must total the “Balance Due” indicated in the order summary section.



STEP 12.

Review information for accuracy. Click “Confirm & Submit”.

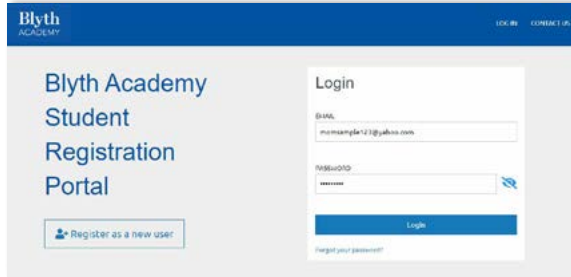
Congratulations!
The online application is now complete.



PART B: EXISTING PARENT, NEW CHILD (IE. SIBLING)

STEP 1.

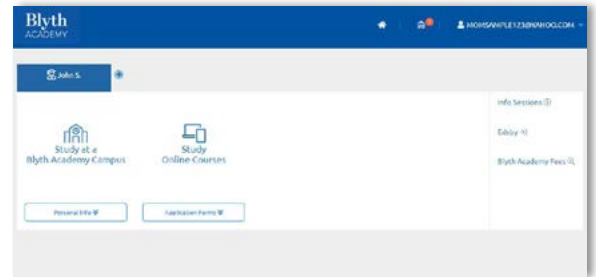
On [the Blyth Academy online portal](#), login to your existing parent account



The screenshot shows the Blyth Academy Student Registration Portal. On the left, there is a navigation menu with 'Blyth Academy Student Registration Portal' and a 'Register as a new user' button. On the right, there is a 'Login' form with fields for 'EMAIL' (containing 'momsample123@blyth.com') and 'PASSWORD', a 'Login' button, and a link for 'Forgot your password?'.

STEP 2.

To add another student, click the '+' next the existing student

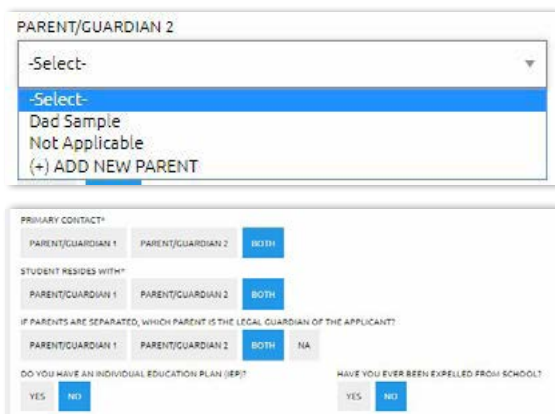


The screenshot shows the parent dashboard for John S. It features a header with the user's name and a '+' icon. Below the header, there are two main options: 'Study at a Blyth Academy Campus' and 'Study Online Courses'. On the right side, there are links for 'Info Sessions', 'Enroll', and 'Blyth Academy Fees'. At the bottom, there are buttons for 'Personal Info' and 'Application Forms'.

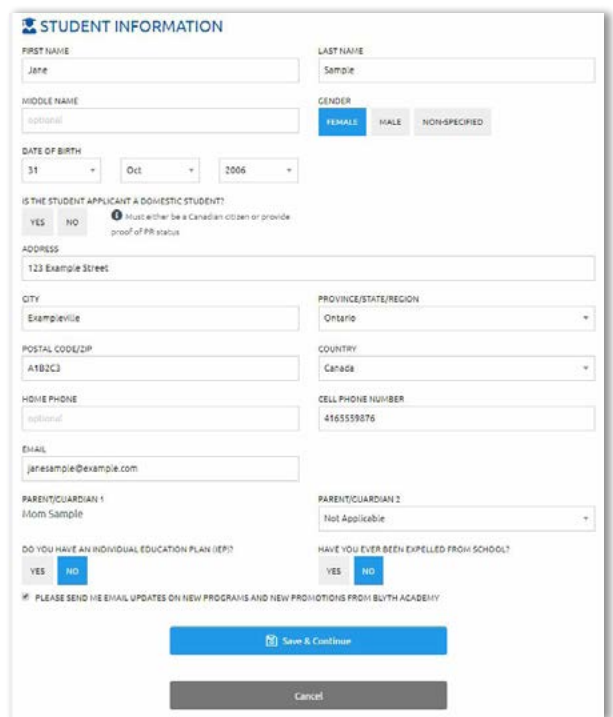
STEP 3.

Enter information for the new student. You can select an existing second parent/guardian for this new student, create a different second parent/guardian, or indicate 'not applicable'.

If selecting an existing parent or adding a new parent that is different to the other student on the account (in this example, that is "Dad Sample"), you will be prompted to indicate the primary contact, parent of residence, and legal guardian. When complete, click the "Save & Continue" button.



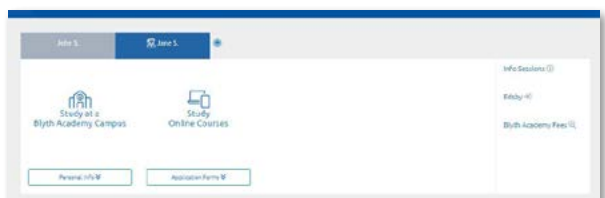
The screenshot shows two parts of the form. The top part is a dropdown menu for 'PARENT/GUARDIAN 2' with options: '-Select-', 'Dad Sample', 'Not Applicable', and '(+) ADD NEW PARENT'. The bottom part is the 'PRIMARY CONTACT' section, which includes several questions with radio button options: 'PARENT/GUARDIAN 1' (Parent/Guardian 1), 'PARENT/GUARDIAN 2' (Parent/Guardian 2), 'BOTH', and 'NA'. The questions are: 'STUDENT RESIDES WITH*', 'IF PARENTS ARE SEPARATED, WHICH PARENT IS THE LEGAL GUARDIAN OF THE APPLICANT?', and 'DO YOU HAVE AN INDIVIDUAL EDUCATION PLAN (IEP)?'.



The screenshot shows the 'STUDENT INFORMATION' form. It includes fields for 'FIRST NAME' (Jane), 'LAST NAME' (Sample), 'MIDDLE NAME' (optional), 'GENDER' (Female, Male, Non-Specified), 'DATE OF BIRTH' (31 Oct 2006), 'ADDRESS' (123 Example Street), 'CITY' (Exampleville), 'PROVINCE/STATE/REGION' (Ontario), 'POSTAL CODE/ZIP' (A1B2C3), 'COUNTRY' (Canada), 'HOME PHONE' (optional), 'CELL PHONE NUMBER' (4165559876), 'EMAIL' (janesample@example.com), 'PARENT/GUARDIAN 1' (Mom Sample), and 'PARENT/GUARDIAN 2' (Not Applicable). There are also checkboxes for 'IS THE STUDENT APPLICANT A DOMESTIC STUDENT?' and 'DO YOU HAVE AN INDIVIDUAL EDUCATION PLAN (IEP)?'. At the bottom, there are 'Save & Continue' and 'Cancel' buttons.

STEP 4.

You will be taken back to the homepage. Now that the student is added to your profile, you can submit applications on their account. Make sure you have selected the intended student and select the program to begin the application form. You will then continue from [Step 7](#) of Part A in this guide.

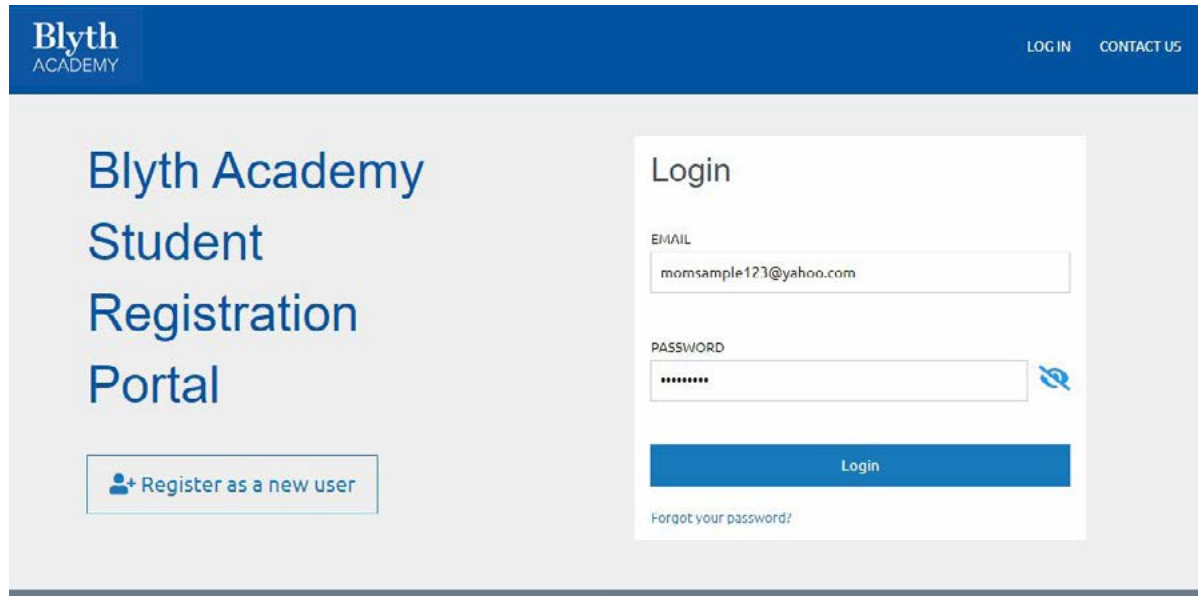


The screenshot shows the parent dashboard for John S. It features a header with the user's name and a '+' icon. Below the header, there are two main options: 'Study at a Blyth Academy Campus' and 'Study Online Courses'. On the right side, there are links for 'Info Sessions', 'Enroll', and 'Blyth Academy Fees'. At the bottom, there are buttons for 'Personal Info' and 'Application Forms'.

PART C: EXISTING PARENT & STUDENT: RE-ENROLLMENT & APPLICATIONS TO NEW PROGRAMS

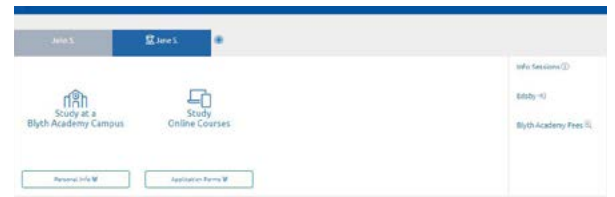
STEP 1.

On [the Blyth Academy online portal](#), login to your existing parent account



The screenshot shows the Blyth Academy Student Registration Portal. The header includes the Blyth Academy logo and links for LOG IN and CONTACT US. The main content area features the text "Blyth Academy Student Registration Portal" and a "Register as a new user" button. To the right is a "Login" form with fields for EMAIL (containing "momsample123@yahoo.com") and PASSWORD (containing "*****"), a "Login" button, and a "Forgot your password?" link.

If you have multiple children, ensure you have the intended student selected and select the program to begin the application form. You will then continue from [Step 7](#) of Part A in this guide.



The screenshot shows the Blyth Academy online portal dashboard. It features a navigation bar with "Home" and "New" buttons. The main content area includes icons for "Study at a Blyth Academy Campus" and "Study Online Courses", along with buttons for "Personal Info" and "Application Forms". A sidebar on the right contains "Info Sections" with links for "Blyth" and "Blyth Academy Fees".

If you have any questions please contact your intended Blyth Academy campus or our Admissions team.

Admissions@blytheducation.com |