Blyth
ACADEMY

Shaping the world

APPLYING ONLINE

Dear Parents/Guardians & Students,

Welcome to the 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.

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)

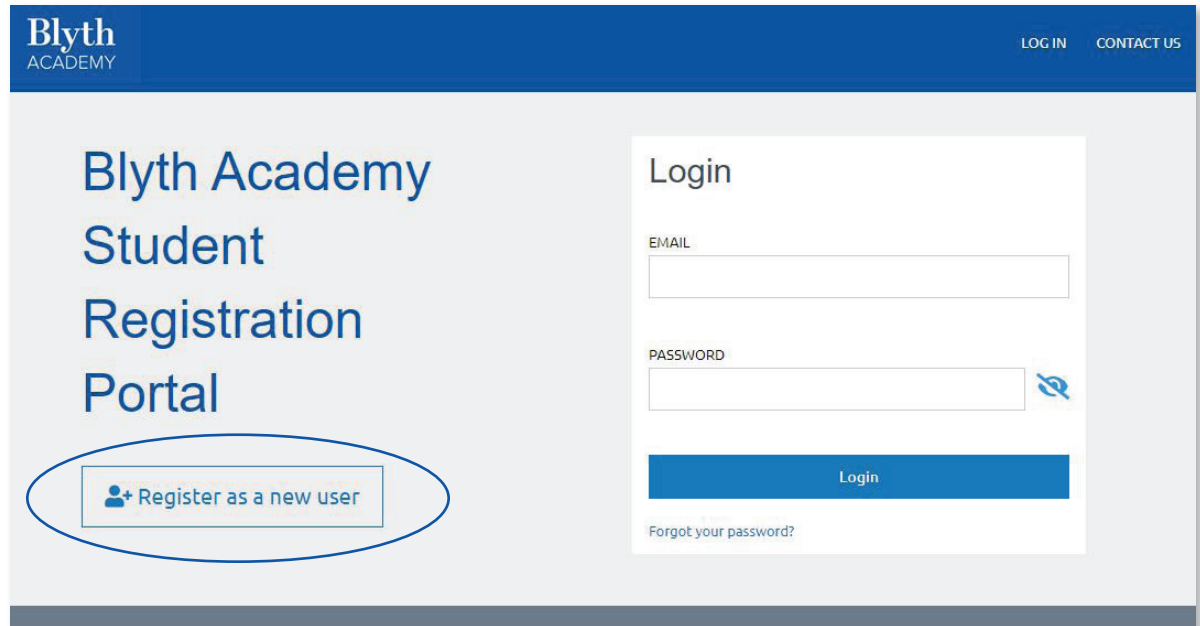**PART C (pg. 9):** Existing Parent & Student: Re-enrollment & Applications to New Programs

Questions?

Contact your local Blyth Academy Campus

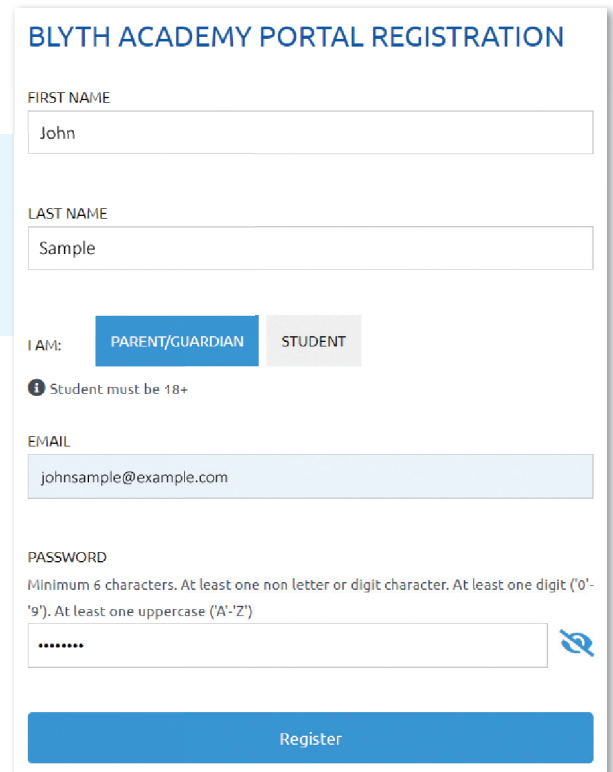OR admissions@blytheducation.com or

STEP 1.
On **the Blyth Academy online portal**, click "Register as a New User"

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.

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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.

Confirm your account

Dear John

Thank you for choosing Blyth Academy, you're almost done the registration process! Please click the link below to confirm your email and account.

Sincerely,
The Blyth Academy Team

Click here to confirm your account

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

Log in to User Account

EMAIL

johnsample@example.com

PASSWORD

••••••••

Login

Forgot your password?

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

STUDENT FIRST NAME

Christopher

STUDENT LAST NAME

Robin

STUDENT MIDDLE NAME

optional

GENDER

FEMALE | MALE | NON-SPECIFIED

DATE OF BIRTH

21 | Aug | 2005

IS THE STUDENT APPLICANT A DOMESTIC STUDENT?

YES | NO   ⓘ Must either be a Canadian citizen or provide proof of PR status

COUNTRY

Canada

ADDRESS

Hundred Acre Wood Road

CITY

Pineville

POSTAL CODE/ZIP

A1B2C3

PROVINCE/STATE/REGION

Ontario

HOME PHONE

optional

CELL PHONE NUMBER

9052223333

EMAIL

ChristopherRobin1926@outlook.com

DO YOU HAVE AN INDIVIDUAL EDUCATION PLAN (IEP)?

YES | NO

HAVE YOU EVER BEEN SUSPENDED OR EXPELLED FROM SCHOOL?

YES | NO

I AM REPRESENTED BY AN AGENT

YES | NO

☑ PLEASE SEND ME EMAIL UPDATES ON NEW PROGRAMS AND NEW PROMOTIONS FROM BLYTH ACADEMY

💾 Save & Continue

STEP 5.
Complete all applicable Parent/Guardian information and click "Save & Continue".

STEP 6.
Select type of program for which you would like to apply: in person programs, or online courses.

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.

NEW ACADEMY APPLICATION

ACADEMY INFORMATION — STUDENT INFORMATION — ORDER SUMMARY — REVIEW

PRESENT SCHOOL
Acre Wood School

CITY
Pineville

HOW DID YOU FIRST HEAR ABOUT US?
Blyth Academy Brochure or Newsletter ▼

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 2021-22?

YES **NO**

[‹ Previous]   [Next ›]

STEP 8.

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

NEW ACADEMY APPLICATION

ACADEMY INFORMATION — STUDENT INFORMATION — ORDER SUMMARY — REVIEW

ORDER SUMMARY

DESCRIPTION	PRICE
Academic Only - Instalment Plan (with interest) – Due now Installment Payments = $2,143.60 * 10 = $21,436.00 Start June 15, 2021	6287.20 CAD
Tuition Protection	1171.80 CAD
Registration Fee	795.00 CAD

TOTAL PAYMENT DUE: 8254.00 CAD

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

[   ]   [Apply Promo]

STEP 9.

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

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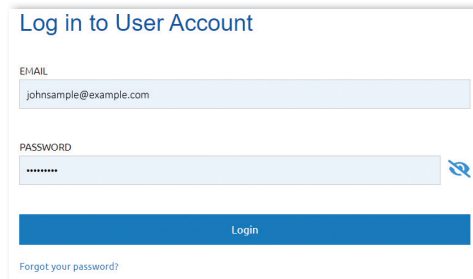
PART B: EXISTING PARENT, NEW CHILD (IE. SIBLING)

STEP 1.

On **the Blyth Academy online portal**, login to your existing parent account

Log in to User Account

EMAIL
johnsample@example.com

PASSWORD
••••••••

Login

Forgot your password?

STEP 2.
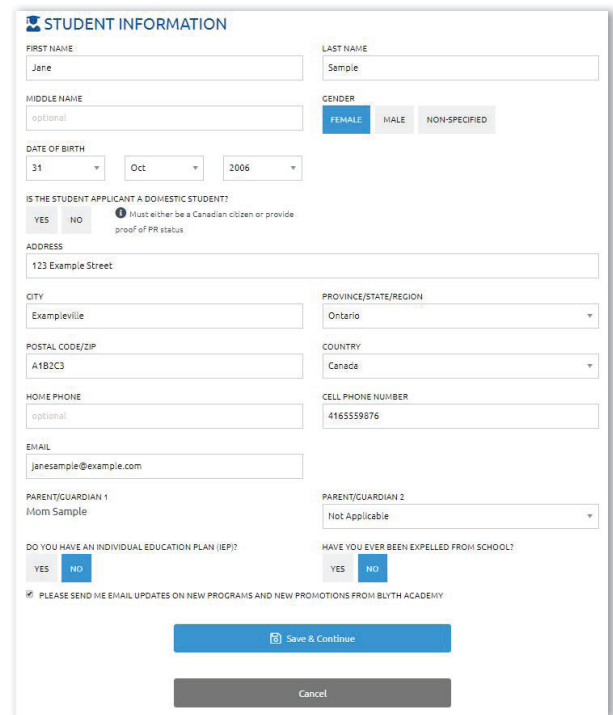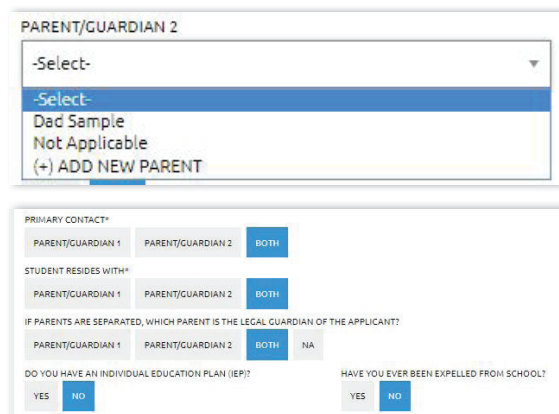
To add another student, click the 'Create New Student' button, located underneath the parent information.

STEP 3.
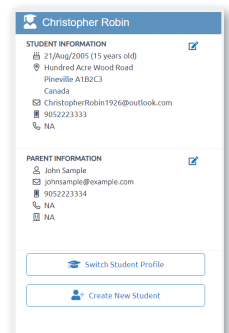
Enter information for the new student. You can select an existing second parent/guardian for this new student, create a different second parent/guardian, or indicate 'not applicable'.

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.

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.

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

Log in to User Account

EMAIL

johnsample@example.com

PASSWORD

••••••••

Login

Forgot your password?

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.

Christopher Robin

STUDENT INFORMATION
- 21/Aug/2005 (15 years old)
- Hundred Acre Wood Road
  Pineville A1B2C3
  Canada
- ChristopherRobin1926@outlook.com
- 9052223333
- NA

PARENT INFORMATION
- John Sample
- johnsample@example.com
- 9052223334
- NA
- NA

Switch Student Profile

Create New Student

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

Admissions@blytheducation.com | 416-960-3552