



## **New Student Online Registration And Enrollment Instructions**

1. Visit the Harlem School of the Arts website at “hsanyc.org”
2. Click on the “Register” link at the top of the page
3. Click on the blue button that reads “Create A Login Profile & Register Today!”
4. On the next page, click “Create New Account” which is underneath where it reads New Registrants **\*\*DO NOT CREATE AN ADDITIONAL ACCOUNT IF YOUR CHILD HAS ATTENDED OR ALREADY ATTENDS HSA \*\*If you do not remember your user name or password please email Student Services at the email below.**
5. Answer the question provided to denote whether you are registering yourself or registering a child using the drop down box. If you are registering yourself in addition to other family members (adults or children), please select “I am registering myself.” If you are only registering a child and not yourself, please select “I am a parent registering a child”.
6. Fill each field below with current contact information as well as create your login info. The username must be an email address and the password must contain at least 6 characters, including at least one letter and one number. If you are registering multiple students, click the blue link that reads “Add an additional family member” which is located underneath the “Create Your Login Info” section of the webpage. Add as many as needed. Once you have completed this, click “Next”.
7. Complete each field with a red asterisk pertaining to Gender, Date of Birth, Language Spoken At Home, and Allergies. If these are not filled, you will not be able to proceed to the next page. Once the field has been completed, click “Next”.
8. Add additional contact information for individuals other than yourself whom we may contact in case of emergency as well as individuals other than yourself whom you authorize us to release your child to. You may input the information of an additional parent/guardian for pick up authorization underneath. Once this has been completed, click “Next”.
9. Once re-directed to the log-in page, log-in using your username and password.

TURN OVER>>>>>>

10. Once logged in, use the bar on the left hand section of the page and select your program of choice followed by the preferred service.
11. Once the preferred service is selected, you will be able to enroll by selecting “register now” for your selected service. **\*Note that if the service indicates “waitlist” the service is not available at this time.**
12. Once “register now” is selected you will be able to place your options in your shopping cart; You may continue shopping or resume the transaction by making a payment or setting up your account on a payment plan. **\*Note the 25% of the entire balance is due at the time of enrollment.**
13. You have completed your registration and enrollment!

If any concerns arise during your registration process please contact Student Services at: [info@hsanyc.org](mailto:info@hsanyc.org). Note that the transaction WILL not go through if a payment is not processed. Please allow 24 hours for a response as we attend to all matters in the order in which they are received.

Student Services Hours of operation:

- On-line account access available 24 hours a day.
- On-site hours of operation: Tuesday- Friday 10:30am-5:30pm

We look forward to further assisting you,

Department Of Student Services.