



# NOTRE DAME

## CONTINUOUS ENROLLMENT AGREEMENT & STUDENT DEMOGRAPHIC PROFILE TUTORIAL

Welcome to Notre Dame! Beginning on January 28, 2019, you may enroll your new student from anywhere using your computer, laptop, tablet or smartphone. Your confidential information will be delivered to NDPMA in a safe and secure manner. The Continuous Enrollment Agreement and Student Demographic Profile forms are most compatible with Firefox or Chrome browsers. For technical support, please contact [itsupport@ndpma.org](mailto:itsupport@ndpma.org).

### Steps to Submitting the Continuous Enrollment Agreement

1. Go to [www.ndpma.org/Golrish](http://www.ndpma.org/Golrish), to review important information about continuous enrollment and to access the agreement.
2. When ready, click on **Enrollment & Profile Forms**.
3. Click on **Log in to start** across from **Continuous Enrollment Agreement**.
4. Enter your unique NetClassroom User ID and Password that was provided in the acceptance e-mail. Once entered, your student's name will appear on the page. (If you have multiple children to enroll, each student's name will appear on the page.)
5. Click **Enrollment Agreement**. Review your student's information, and click **Next**. Then review the agreement, and click **Next**. Then provide your **Electronic Signature**, and click **Review and submit**.
6. After reviewing your agreement, you may choose to go back to a **Previous** page or **Submit**. Once submitted, you will be able to download the form.
7. After you have submitted the Continuous Enrollment Agreement, you should expect to receive an e-mail acknowledgement within one business day with directions for payment. Your student(s) will be officially enrolled once the agreement is complete and the appropriate payment has been received.

### Steps to Submitting the Student Demographic Profile

1. Repeat steps 1 and 2 above.
2. Click on **Log in to start** across from **Student Demographic Profile**.
3. Repeat step 4 above.
4. Click **Update Profile**. Some data fields will be pre-populated. Review the existing data, and enter new data into all required fields. Click **Next** through all the pages.
5. Provide your **Electronic Signature**, and click **Next page and Review**.
6. Review your profile. When finished, you may choose to go back to a **Previous** page or **Submit**. Once submitted, you will be able to download the form.

For both the Continuous Enrollment Agreement and the Student Demographic Profile, you may save your work and complete the process in more than one session.

If you have any questions, please contact Registrar Stephanie Nester ([snester@ndpma.org](mailto:snester@ndpma.org) / 248-373-5300).