



# My Backpack Enrollment Agreement & Enrollment Deposit Instructions


## Sign In

Please enter your user name and password below to sign in.


**User Name:**

**Password:**

Remember User Name



For other sign in assistance, please email us at Backpack@ursulinedallas.org.

[+ I Forgot My User Name/Password](#) 

### Step 1:

From your emailed acceptance letter select "Sign-In Link." The My Backpack Sign-In screen will appear.

Select "I Forgot My User Name/Password."


## Sign In


[+ Return to Sign In](#)

Please enter your user name **OR** email address. Instructions for accessing your account will be sent to you shortly.

**User Name:**

**Email Address:**

[Get User Name/Password](#) 



For other sign in assistance, please email us at Backpack@ursulinedallas.org.

### Step 2:

Enter the User Name provided in your acceptance email

**OR**

the email address where you received the acceptance letter.

Select "Get User Name/Password."

Instructions for resetting your password will be emailed to you shortly.

## Reset Password

Valid passwords must:

- Be no more than 30 characters
- NOT contain any blank spaces or tabs

\* **New Password:**

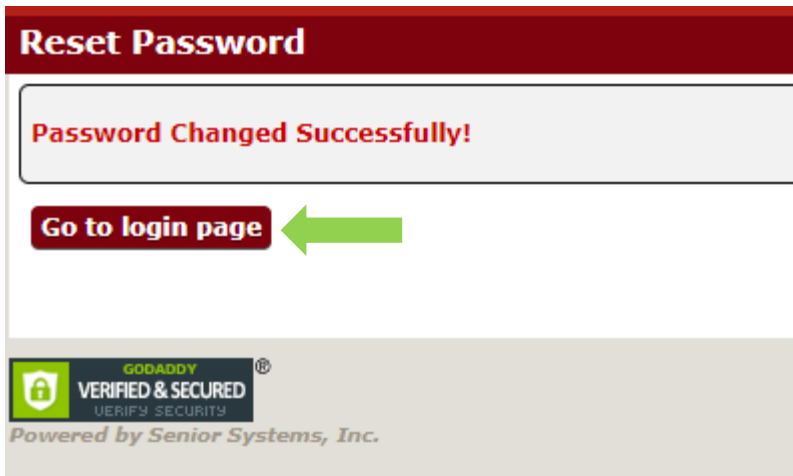
\* **Confirm New Password:**

[Submit](#) 

### Step 3:

The link in the password reset email will direct you to the Reset Password screen.

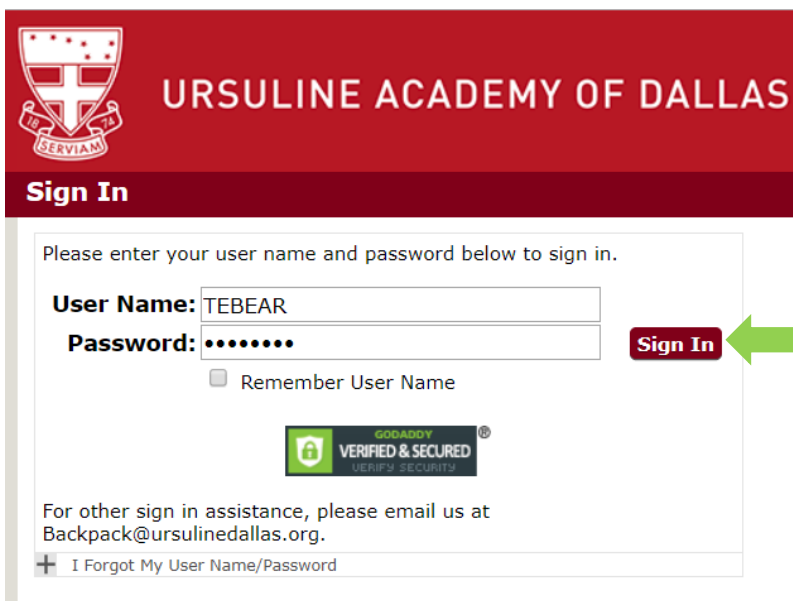
Enter and confirm the password you will use. Write it down for future reference. Select "Submit."



**Step 4:**

You will see the “Password Changed Successfully!” message.

Select “Go to login page.”

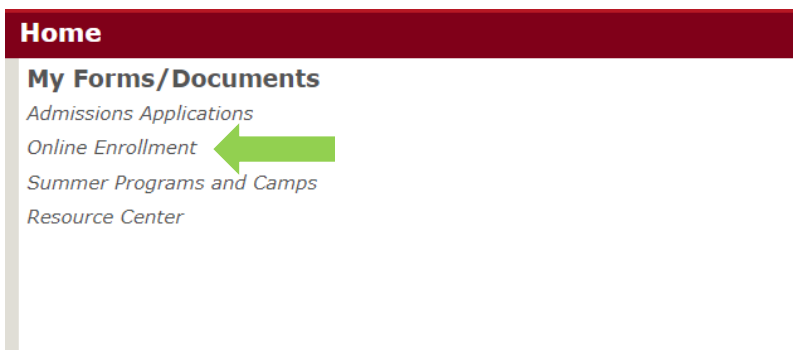


**Step 5:**

The Ursuline Backpack Sign-In screen will appear.

Enter the User Name from your accepted email and the new password you just created.

Select “Sign In.”



**Step 6:**

The Home screen will appear.

Select “Online Enrollment.”

## Step 7:

The Enrollment / Re-Enrollment screen will appear.

Select "Review Profile."

**Online Enrollment** Miss Crazy T. Test

Thank you for participating in Ursuline Academy's Online Enrollment!

**New Enrolling Students** - Please submit your online enrollment agreement and \$1,500 registration deposit (includes \$1,000 tuition deposit, \$450 laptop insurance, and \$50 parent activity fee). First, select 'Review Profile'. Review information and make corrections if needed. Whether you make corrections or not, you must check the box 'My Profile is up-to-date' and click 'Submit'. Next, select 'View Contract', make your payment option selection, electronically sign and date contract, then click 'Submit'. You will be required to submit your registration deposit via e-check. Check the box next to \$1,500 and make payment. If you have more than one student, you will need to follow the steps for each. **Enrollment needs to be completed by Friday, March 26.**

**Returning Students** - For each child listed below, select 'Review Profile'. Review information, and make corrections if needed. Whether you make corrections or not, you must check the box 'My Profile is up-to-date' and click 'Submit'. Next, select 'View Contract', make your payment option selection, electronically sign and date contract, then click 'Submit'. You will be required to submit your registration deposit via e-check. Check the box next to \$1,050 and make payment. If you have more than one student, you will need to follow the steps for each. The \$1,050 deposit includes tuition deposit of \$1,000 and parent activity fee of \$50. **Please note that class courses will not be available to students until we have received your enrollment agreement and deposit. Re-enrollment needs to be completed by Tuesday, February 16.**

**New Enrolling Students and Returning Students** - Please be aware that when you will be making a decision on a payment plan for tuition.

If you select the eleven month plan, you will need to submit the **ACH Authorization Agreement**. (Click on link)

Please contact Connie Lovejoy in the Business Office at (469) 232-3577 or clovejoy@ursulinedallas.org with any questions.

**Re-enrollment**

| Name | Next Year Grade | Status  | Review Profile | View Contract | Deposit Received Date | Online Payment | Additional Forms |
|------|-----------------|---------|----------------|---------------|-----------------------|----------------|------------------|
|      |                 | Pending |                |               | N/A                   | Pay            |                  |

## Step 8:

The My Profile screen will appear.

**NOTE:** The following information is the beginning of your daughter's permanent record at Ursuline. Include all parents/guardians along with their information. Ensure legal name, valid email, and address are entered.

Select "Edit" to make necessary changes.

My Profile is up-to-date **Submit**

Please make sure your profile information is correct, then check the box and click submit.

We welcome you to add additional contacts such as emergency contacts (friend, neighbor), work addresses and phones, cell phones, etc.

DNP **Mother:** Title: DNP **Father:** Title:

**Edit** **Preview** **Send note to school**

You may select "Save" as you update information. Once you have updated all information select "Done" in the upper right corner of the Edit screen. The My Profile Screen will appear.

**Edit My Profile** Miss Test T. Bear

[Back to Enrollment Home](#)

When entering any telephone number, please enter it using the following format. 469-232-1800

DNP **Father:** Miss Test T Bear DNP **Mother:** Ms. Georgia G Testing

**Save** **Done** **Cancel**

Review updated information here and once you are certain all information is correct, check “My Profile is up-to-date” and select “Submit.”

## My Profile

[Back to Enrollment Home](#)

My Profile is up-to-date **Submit**



Please make sure your profile information is correct, then check the box and click submit.

We welcome you to add additional contacts such as emergency contacts (friend, neighbor), work addresses and phones, cell phones, etc.

### Step 9:

The Review Profile Icon in the bottom ribbon now has a green check mark.

Select “View Contract.”

Please note, you are not able to select “View Contract” unless you have updated your Profile and have the green check mark.

**Online Enrollment** Miss Crazy T. Test

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**New Enrolling Students** - Please submit your online enrollment agreement and \$1,500 registration deposit (includes \$1,000 tuition deposit, \$450 laptop insurance, and \$50 parent activity fee). First, select 'Review Profile'. Review information and make corrections if needed. Whether you make corrections or not, you must check the box 'My Profile is up-to-date' and click 'Submit'. Next, select 'View Contract', make your payment option selection, electronically sign and date contract, then click 'Submit'. You will be required to submit your registration deposit via e-Check. Check the box next to \$1,500 and make payment. If you have more than one student, you will need to follow the steps for each. **Enrollment needs to be completed by Friday, March 26.**

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**New Enrolling Students and Returning Students** - Please be aware that within your enrollment agreement you will be making a decision on a payment plan for tuition.

If you select the eleven month plan, you will need to submit the **ACH Authorization Agreement**. (Click on link)

Please contact Connie Lovejoy in the Business Office at (469) 232-3577 or clovejoy@ursulinedallas.org with any questions.

**Enrollment**

| Name                    | Next Year Grade | Status   | Review Profile | View Contract | Deposit Received Date     | Online Payment          | Additional Forms |
|-------------------------|-----------------|----------|----------------|---------------|---------------------------|-------------------------|------------------|
| Freshman T Test (Frosh) | 9               | Accepted |                |               | N/A                       | <a href="#">Pay Now</a> |                  |
| Sophomore Test (Sophie) | 10              | Accepted |                |               | Contract is not available |                         |                  |

= indicates the item has been submitted or completed

There are three options for tuition payment. Select one of the three available payment plans.

- I (We) will pay the entire amount
- I (We) will pay the first payment
- I (We) will make eleven monthly payments

**NOTE:** If you choose the eleven-month payment plan, please submit an Authorization Agreement for Automatic Debits using the ACH Form found at [www.ursulinedallas.org/achpayments](http://www.ursulinedallas.org/achpayments). Enter Student Signature, Date, Parent/Guardian Signature and Date.

Select “Submit.”

Student  
Signature:   
Date:


Parent/Guardian  
Signature:   
Date:



Submit 

### Step 10:

When the contract has been submitted, you will be prompted to pay your deposit online using eCheck. Check the "Enrollment Deposit" box, then select the eCheck button.

T an enrolled student is currently set to \$1,050 (\$1,000 tuition deposit and \$50 parent activity fee).  
The deposit fee to register a new student (Freshmen and transfers) is currently set to \$1,500 (\$1,000 tuition deposit, \$50 parent activity fee and \$450 technology fee).  
Your deposit fee must be paid online via e-Check.

Freshman T Test (Frosh)  Contract Submitted  
  Enrollment Deposit - \$1,050.00  
Total Payment Amount: \$1,050.00

eCheck:   
  
[Back to Enrollment Home](#)

### Step 11:

The eCheck Information screen will appear.  
Enter your account information.

Select "What's this?" for more information about ABA Routing Number or Bank Account Number.

When you have completed the required information, select "Proceed to Payment Confirmation".

**Total Amount: \$1,050.00**

\* Account Holder's First Name:

\* Account Holder's Last Name:

\* ABA Routing Number:  *What's this?*

\* Re-enter ABA Routing Number:

\* Bank Account Number:  *What's this?*

\* Re-enter Bank Account Number:

\* Account Type:  Checking  Saving

[Back to Enrollment Home](#) / [Online Payment](#)

[< Return to Edit Payment Amount](#) [Proceed to Payment Confirmation >](#) 

**Step 12:**

Review and confirm your account information and select "Submit Payment".  
This completes your Payment by eCheck.

Welcome to Ursuline Academy of Dallas!

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[Back to Enrollment Home](#) / [Online Payment](#) / [eCheck Information](#)

**Please confirm your information and submit payment.**

**Payment Amount:**

**Enrollment Deposit - \$1,550.00**

**Total Amount: \$1,550.00**

**Payment Information**

**Total Payment Amount: \$1,550.00**

**Account Holder's First Name:**

**Account Holder's Last Name:**

**ABA Routing Number:**

**Bank Account Number:**

**Account Type: Checking**

[Back to Enrollment Home](#) / [Online Payment](#) / [eCheck Information](#)

[< Return to Edit Payment](#)

[Submit Payment >](#)

