

Archbishop Hannan High School


Registration Fee & Tuition Payment Instructions

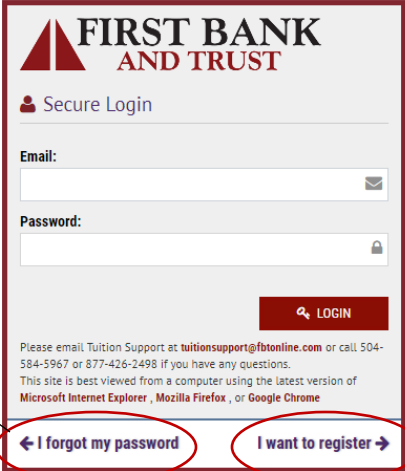
2022-2023 Academic Year

All registration fee and tuition payments must be made electronically through this the First Bank and Trust Tuition Portal system. Payments cannot be accepted through the school office or mail.

Reminder: All 2021/2022 accounts must be current before registration can be completed for the new school year.

Step 1 – Log in to <https://tuitionportal.fbtonline.com>

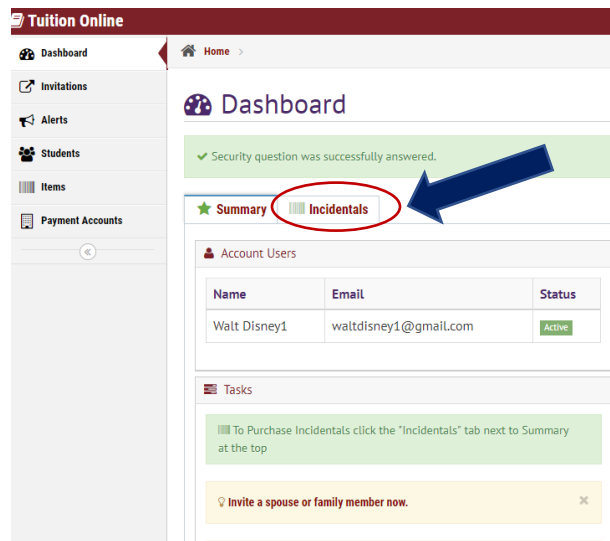
 Tuition Online



The image shows the login page for the First Bank and Trust Tuition Portal. At the top is the 'FIRST BANK AND TRUST' logo. Below it is a 'Secure Login' section with fields for 'Email:' and 'Password:'. A red 'LOGIN' button is to the right of the password field. Below the login fields, there is a line of text: 'Please email Tuition Support at tuitionsupport@fbtonline.com or call 504-584-5967 or 877-426-2498 if you have any questions. This site is best viewed from a computer using the latest version of Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome.' At the bottom of the login area, there are two links: '← I forgot my password' and 'I want to register →'. Both links are circled in red. To the left of the login screen is a blue callout box with the text 'Click here if you forgot your password' and a line pointing to the 'I forgot my password' link. To the right is another blue callout box with the text 'Click here if you are a first time user' and a line pointing to the 'I want to register' link.

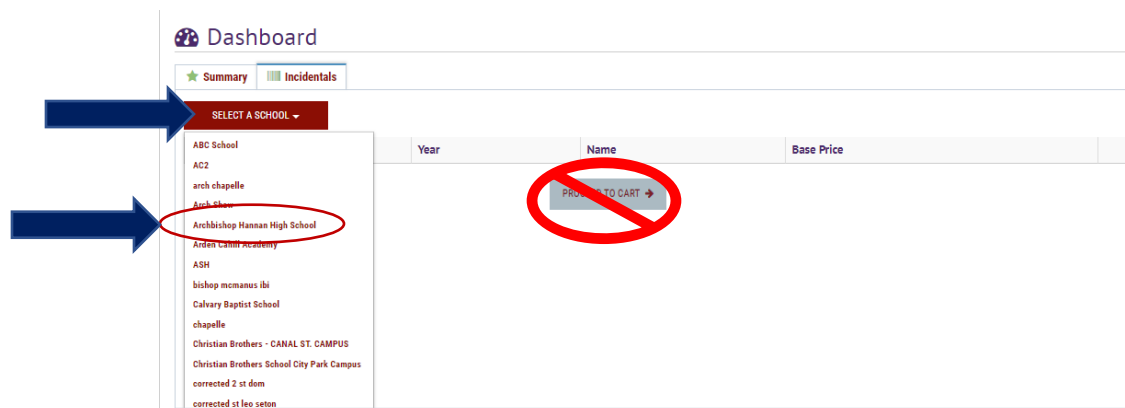
Step 2 – After logging in, you will see “Dashboard.” Once there, click on the “Incidentals” tab.

NOTE: Do NOT click “Register for School” near the bottom of the site.



Step 3 – On the Incidentals page, select “Archbishop Hannan High School” from the drop down list. After approximately 20 seconds (depending upon your computer), a list of items will appear.

NOTE: Do NOT click “Proceed to Cart” at this time



Step 4 – Select 2022-23 Registration fee and “add to cart”

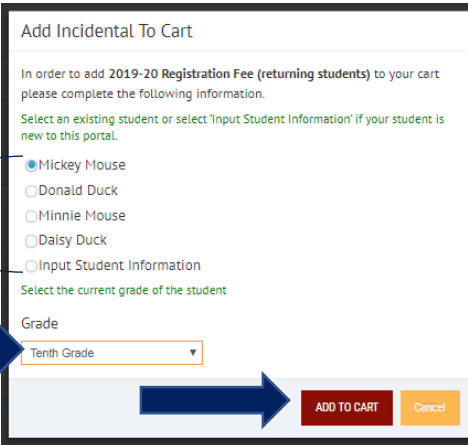


The screenshot shows a web dashboard with a 'Dashboard' header and a success message: 'Security question was successfully answered.' Below this are tabs for 'Summary', 'Incidentals', and 'Financial Aid'. A dropdown menu shows 'ARCHBISHOP HANNAN HIGH SCHOOL'. A table lists items for the 2021-22 academic year:

Year	Name	Base Price	
2021 - 2022	2021-22 Registration Fee (returning students) Must be paid on or before 1/29/2021. A late fee of \$100 applies to payments after 1/29/2021. Other late fees may apply in accordance with the 2021-2022 student handbook.	\$400.00	

Blue arrows point to the 'Add To Cart' button and the item name.

Step 5 – Select your student or input student information and the grade level for the 2022-23 academic year. Then, click “add to cart”



The screenshot shows a form titled 'Add Incidental To Cart'. It contains instructions to select an existing student or input student information. The form has radio buttons for 'Mickey Mouse', 'Donald Duck', 'Minnie Mouse', 'Daisy Duck', and 'Input Student Information'. Below this is a 'Grade' dropdown menu set to 'Tenth Grade'. At the bottom are 'ADD TO CART' and 'Cancel' buttons. Annotations include:

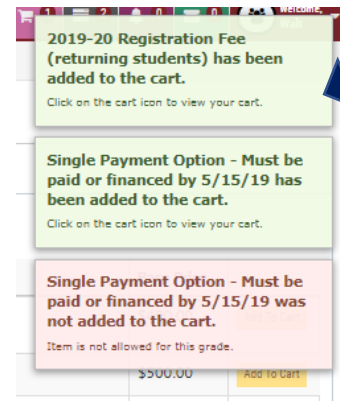
- A blue box labeled 'Grade for 2021/2022 school year' with an arrow pointing to the 'Grade' dropdown.
- A bracket on the left side of the student selection options with an arrow pointing to it.
- An arrow pointing to the 'ADD TO CART' button.

Repeat Steps 4 and 5 for additional returning students.

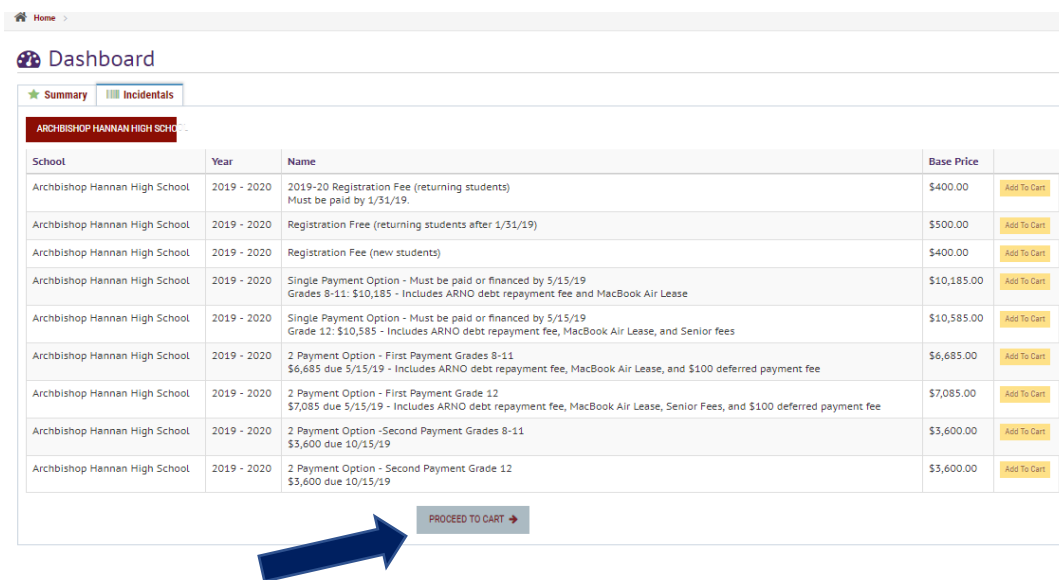
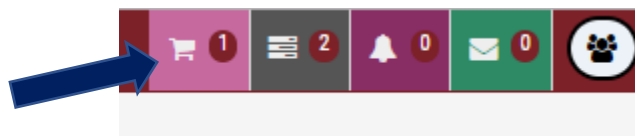
OPTIONAL NEXT STEP: You may now add your tuition payments to schedule for future payment(s) but you are not required to complete this at this time. Payments are grade specific and your payment choice should match the option that you chose in your tuition contract.

As you add items to your cart a dialogue box will indicate that it has been added. The system will also alert you if an item was not added. For example, you cannot select Grade 12 tuition if your student is not entering 12th grade.

Click the “X” to close each dialogue box so that you may access your cart.



Step 6 – Access your cart by clicking on the shopping cart near the top right of the site or by selecting “proceed to cart” from the incidental tab.



Step 7 – Click “Save and Continue to Payment” once you have added all items and students.

NOTE: you will select the amount that you will pay in the next steps.

Shopping Cart

Archbishop Hannan High School
School Year: 2019 - 2020
Status: Pending

Student	Grade	Item	Description	Amount
Mouse, Mickey	Tenth Grade	2019-20 Registration Fee (returning students)		\$400.00
Mouse, Mickey	Tenth Grade	Single Payment Option - Must be paid or financed by 5/15/19		\$10,185.00

ADD ANOTHER ITEM
ADD ANOTHER STUDENT

Total: \$10,585.00

SAVE AND CONTINUE TO PAYMENT

Step 8 – Select your payment type. You can choose:

- **Bank Draft (no fee is charged)**
- **Debit Card (convenience fee is charged)**
- **Credit Card (convenience fee is charged)**
- **Finance (Bank Loan) – registration fees may not be financed**

Parents: Walt Disney1

Order Details

Student	Grade	Item	Description	Amount	Amount Paid
Mouse, Mickey	Tenth Grade	2019-20 Registration Fee (returning students) <i>Must be paid by 1/31/19.</i>		\$400.00	\$0.00
Mouse, Mickey	Tenth Grade	Single Payment Option - Must be paid or financed by 5/15/19 <i>Grades 8-11: \$10,185 - Includes ARNO debit repayment fee and MacBook Air Lease</i>		\$10,185.00	\$0.00

Order Total: \$10,585.00

Payment History

Payment Date	Type	Status	Amount	Fee
No payments found.				

Total Paid: \$0.00
Total Unpaid: \$10,585.00

PAY UP TO \$10,585.00 WITH BANK DRAFT
PAY UP TO \$10,585.00 WITH DEBIT CARD
PAY UP TO \$10,585.00 WITH CREDIT CARD
FINANCE UP TO \$10,185.00

Step 9 – Schedule your payment by entering the amount, payment date, and amount to pay.

9 Make a Payment

Bank Draft School Year: 2019 - 2020
Order: 0021-2018-00265
Payment Date: 12/20/2018

Please enter the amount of your payment below.
The maximum amount you may pay using this payment method is: \$10,585.00

Amount: **Payment Date:**

When making a partial payment, please enter the amount of the payment that should be applied to each item.

Student	Item	Amount Remaining	Amount to Pay
Mouse, Mickey	2019-20 Registration Fee (returning students)	\$400.00	<input type="text" value="0.00"/>
Mouse, Mickey	Single Payment Option - Must be paid or financed by 5/15/19	\$10,185.00	<input type="text" value="0.00"/>

Registration fee must be paid on or before 1/31/2022 (returning) or 3/8/2022 (new)

Enter "400.00" for registration fee – leave other items as "0"

After selecting “next” you will enter your bank account / card information and schedule the payment. After submitting your payment, your registration fee payment is complete.

Optional: If you chose to enter your tuition payment selection, you may now schedule that payment or complete a loan application to finance the tuition.

\$ New Loan Application

Archbishop Hannan High School

School Year: 2019 - 2020
Order: **0021-2018-00265**
Status: New
Parents: Walt Disney1

[Loan Disclosure Summary](#)