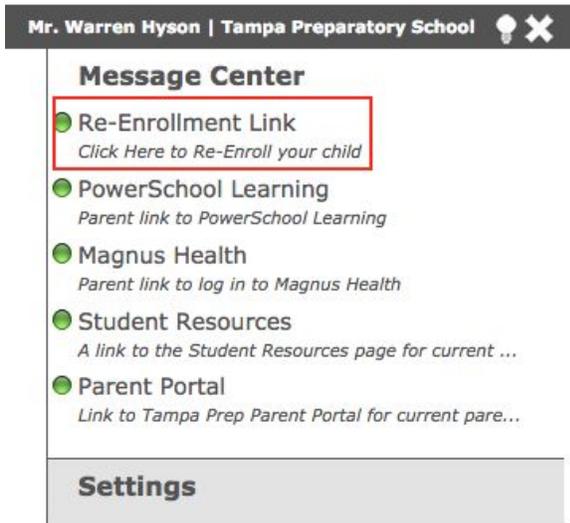
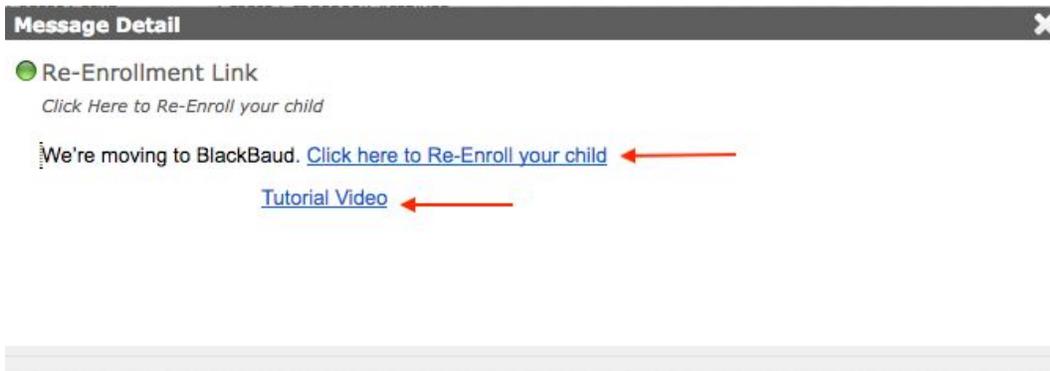


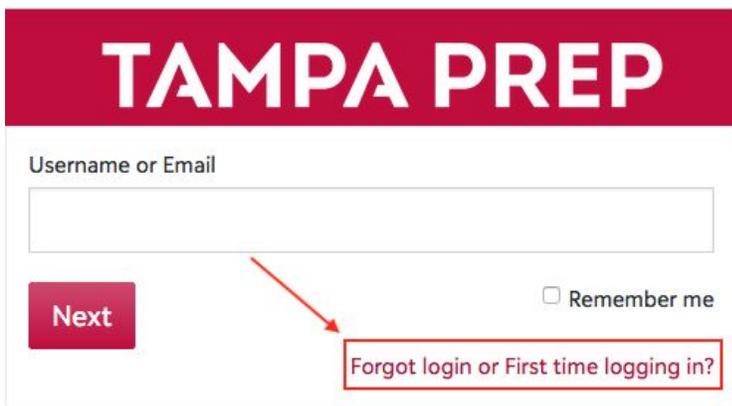
- 1) Log into your MBP account
- 2) Locate the message center on the right side of MBP and click on the [Re-Enrollment Link](#)



- 3) Please watch the tutorial video then proceed to Re-enroll your child



- 4) On the screen that pops up click "Forgot Login or First Time Logging In?"



5) Enter the same email address associated with your MBP account, click on the “Password” check box and press “Send.” You will be sent an email with a link to create your new password. **Your default username is the same as your MBP. If you wish to change that, you will need to also click the username box to set a new one.**

# TAMPA PREP

## Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

The e-mail containing the selected information will be sent from **tampaprep@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

Username

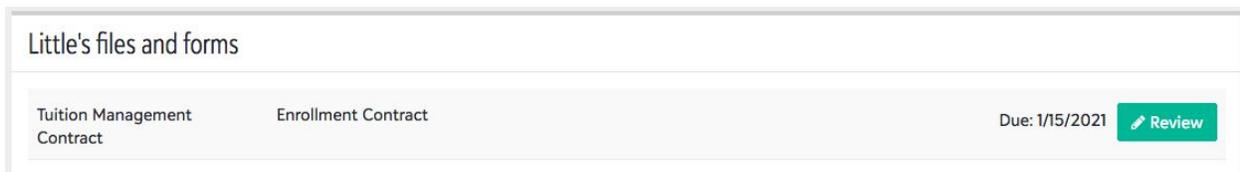
Password

[Back to Login Screen](#)

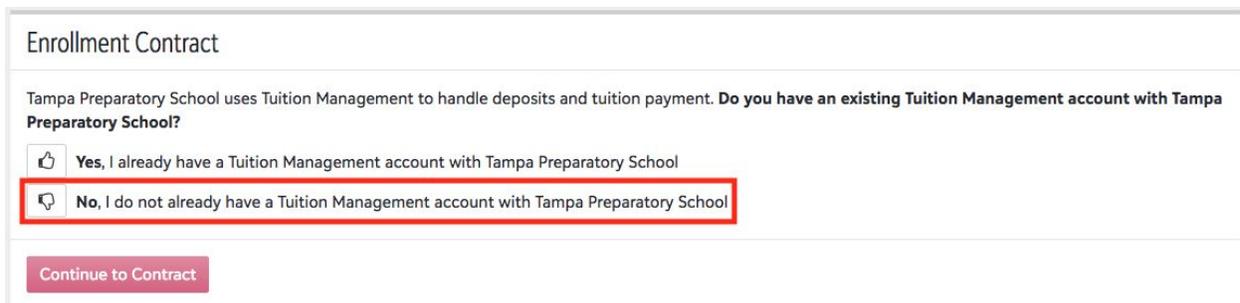
6) Once you've set your password and logged into your account, proceed to click on your name in the top right corner. In the dropdown menu that appears click "Files and Forms"



7) Click to review your contract



8) Select the option saying that you don't have an account and you would like one created



9) Once you're finished you'll be able to see the contract and will be asked to put a payment method on file. This payment method is what will be used to pay your tuition for next year. No money will be withdrawn from your account during this step. **If you have multiple children, then the payment plan option and method you choose will automatically carry over to your next child's contract. Please choose carefully. If you want to update your payment plan or method you may do so through your SMART Tuition Account.**

Payment Plan Options \*

1 Tuition Payment  
 10 Tuition Payments  
 2 Tuition Payments

Payment Method \*

Automatically debit my Bank Account

Payment Due Date \*

-- Select a Payment Due Date --

Account Holder First Name \*

Account Holder Last Name \*

Bank Account Number \*

Bank Routing Number \*

Account Type \*

-- Select an Account Type --

*\*Note that paying with a card will charge an extra 2.65% processing fee*

10) When you get to the end of the contract please sign your name and select the [To Review](#) button. There are still additional steps that need to be completed before your contract is successfully submitted. After you Review all your information for accuracy, please press the [Accept](#) button at the bottom.

11) Once on the deposit screen you will have to put in the payment information to pay your deposit and fees. The payment information you input earlier will not automatically carry over.

The screenshot shows a web form for a deposit. At the top, there are two input fields: "Deposit" and "Enrollment Deposit". Below them is a "Total Due" field. A "Payment Options" dropdown menu is set to "Bank Account". The form includes several text input fields for "First Name", "Last Name", "Address line 1", "Address line 2", "Address line 3", and "City".

*\*You don't have to worry about the "Province" Field, once you select the United States as your country you will be asked to select a State*

12) After you confirm your deposit a loading screen will appear, do not navigate away or reload the page until this page appears:



13) The final step of the re-enrollment process is to verify your SMART Tuition account is accessible (This is where you will access your billing information for next school year). First go to resources at the top of your navigation bar:



14) Next click on the SMART Tuition tile



After you click on the tile, you should see a page that looks like this:

Blackbaud K12 Demo  
Switch to another school session 2017-2018

Welcome, **Maria Baker** Family ID: 1381817000011

My past due amount is: **\$9,025.00**  
My next payment due is: **\$0.00**  
My balance due is: **\$9,025.00**

PAYMENT DETAILS PRINT

| Due Date   | Billed Amount            | Paid (In Process) | Paid (Settled) | Remaining Balance Due |
|------------|--------------------------|-------------------|----------------|-----------------------|
| 07/30/2017 | <a href="#">\$930.00</a> | \$0.00            | \$0.00         | \$930.00              |
| 08/30/2017 | <a href="#">\$880.00</a> | \$0.00            | \$0.00         | \$1,810.00            |
| 09/30/2017 | <a href="#">\$980.00</a> | \$0.00            | \$0.00         | \$2,790.00            |
| 10/30/2017 | <a href="#">\$880.00</a> | \$0.00            | \$0.00         | \$3,670.00            |
| 11/30/2017 | <a href="#">\$880.00</a> | \$0.00            | \$0.00         | \$4,550.00            |
| 12/30/2017 | <a href="#">\$915.00</a> | \$0.00            | \$0.00         | \$5,465.00            |
| 01/30/2018 | <a href="#">\$880.00</a> | \$0.00            | \$0.00         | \$6,345.00            |
| 02/28/2018 | <a href="#">\$880.00</a> | \$0.00            | \$0.00         | \$7,225.00            |
| 03/30/2018 | <a href="#">\$915.00</a> | \$0.00            | \$0.00         | \$8,140.00            |
| 04/30/2018 | <a href="#">\$885.00</a> | \$0.00            | \$0.00         | \$9,025.00            |
| TOTAL      | \$9,025.00               | \$0.00            | \$0.00         |                       |

[FAMILY TUITION STATEMENT](#) [MY BILLING DETAIL](#) [MY PAYMENT HISTORY](#)

If you have any questions about logging into your BlackBaud Portal please contact Warren Hyson ([whyson@tampaprep.org](mailto:whyson@tampaprep.org)). If you have any questions about SMART Tuition or payment methods please contact Jaime Marques ([jmarquez@tampaprep.org](mailto:jmarquez@tampaprep.org)).