

# ACSGD 2021-2022 School Year Registration Guide

acsgd.org

The American Chinese School of Greater Detroit

Family  Employee

username or e-mail address

.....

[Forgot password?\(Family Account\)](#)

Login →

[Don't have an account?](#)

Register

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Registration and Tuition Payment are two separate steps:

1. Register class to get Order Number. (You can't pay tuition online.)
2. Use Order Number to pay tuition with one of the following two methods.
  - 1) Chase QuickPay/Zelle
  - 2) Check



付费方式如下:

您可以通过以下任何一种方式交费:

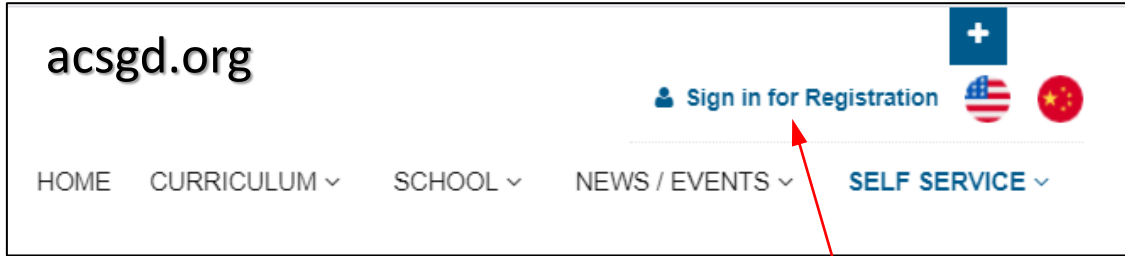
- 如果通过 QuickPay/Zelle 付费:  
Email: [finance.cashier@acsgd.org](mailto:finance.cashier@acsgd.org)  
用户名 Name: ACSGD (付费后会显示学校全称)

请备注: 订单号码 (order number), 折扣码, 学生姓名, 班级名称

- 如果通过支票付款, 请在支票上标明订单号码 (order number), 折扣码, 学生姓名, 班级名称以及付款日期, 支票请邮寄至:  
ATTN: CAIWU  
ACSGD  
P.O. Box 1173,  
Troy, MI 48099-1173

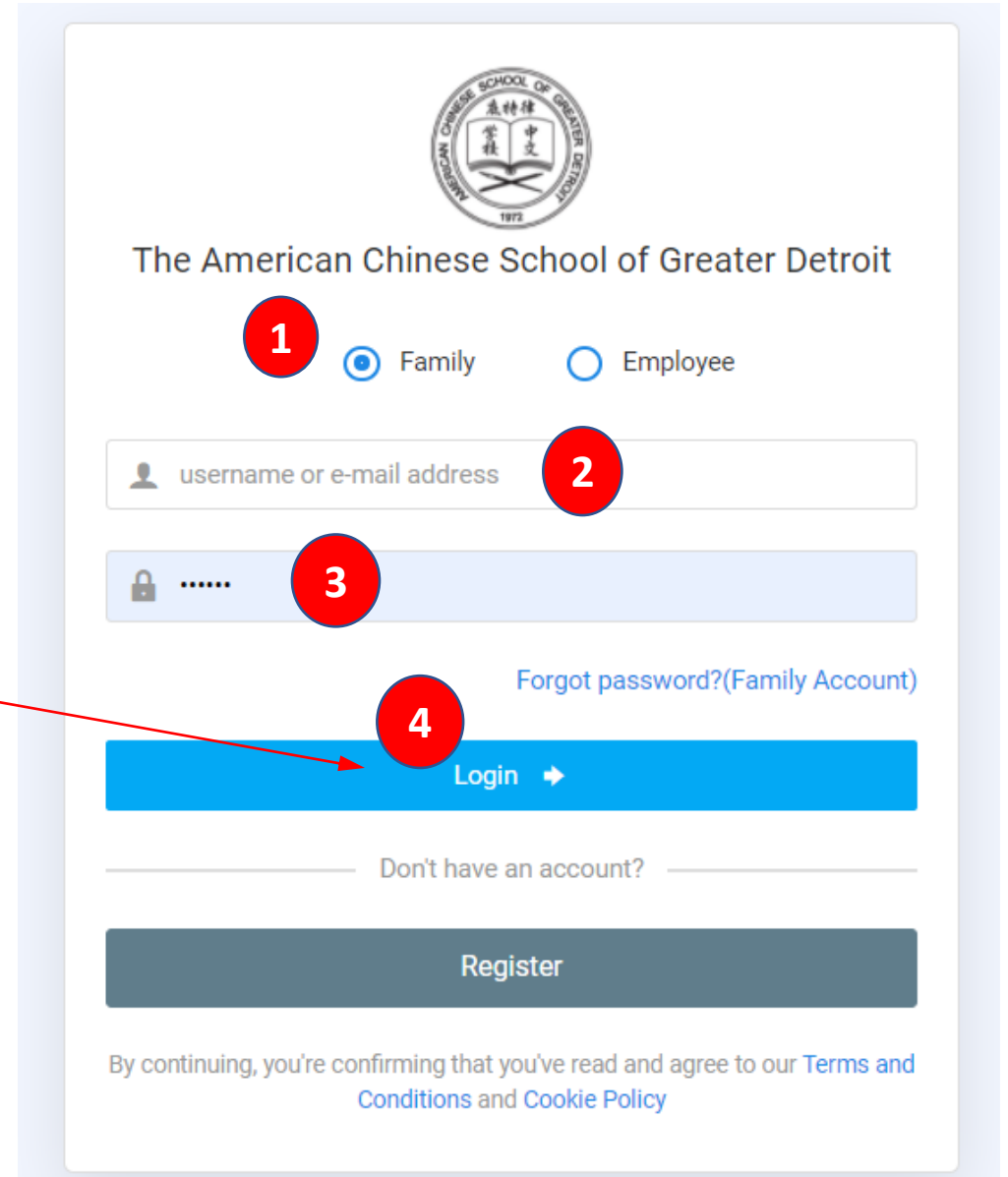
Make check payable to  
ACSGD

# 1. Login to School System

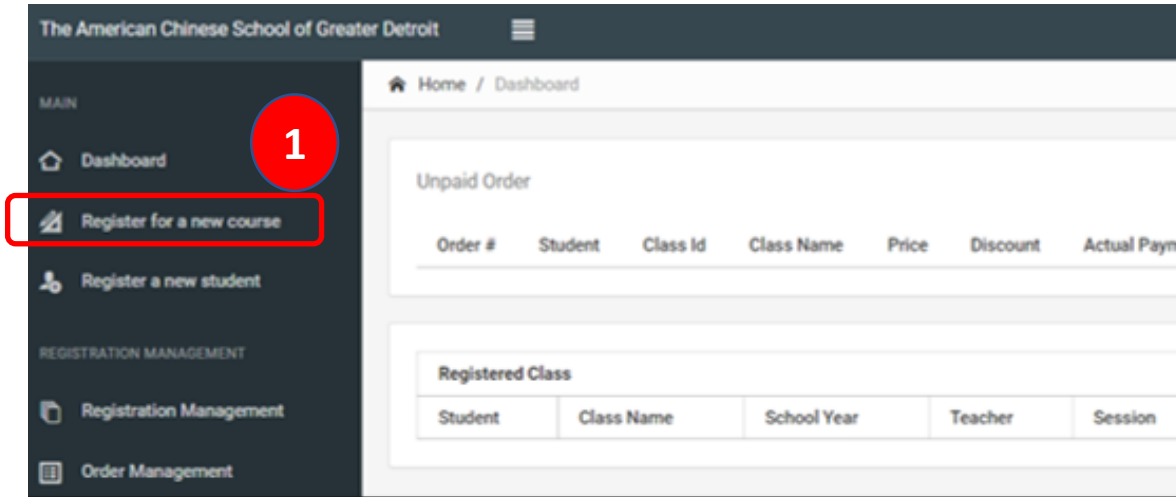


(1) Click here

(2) Login



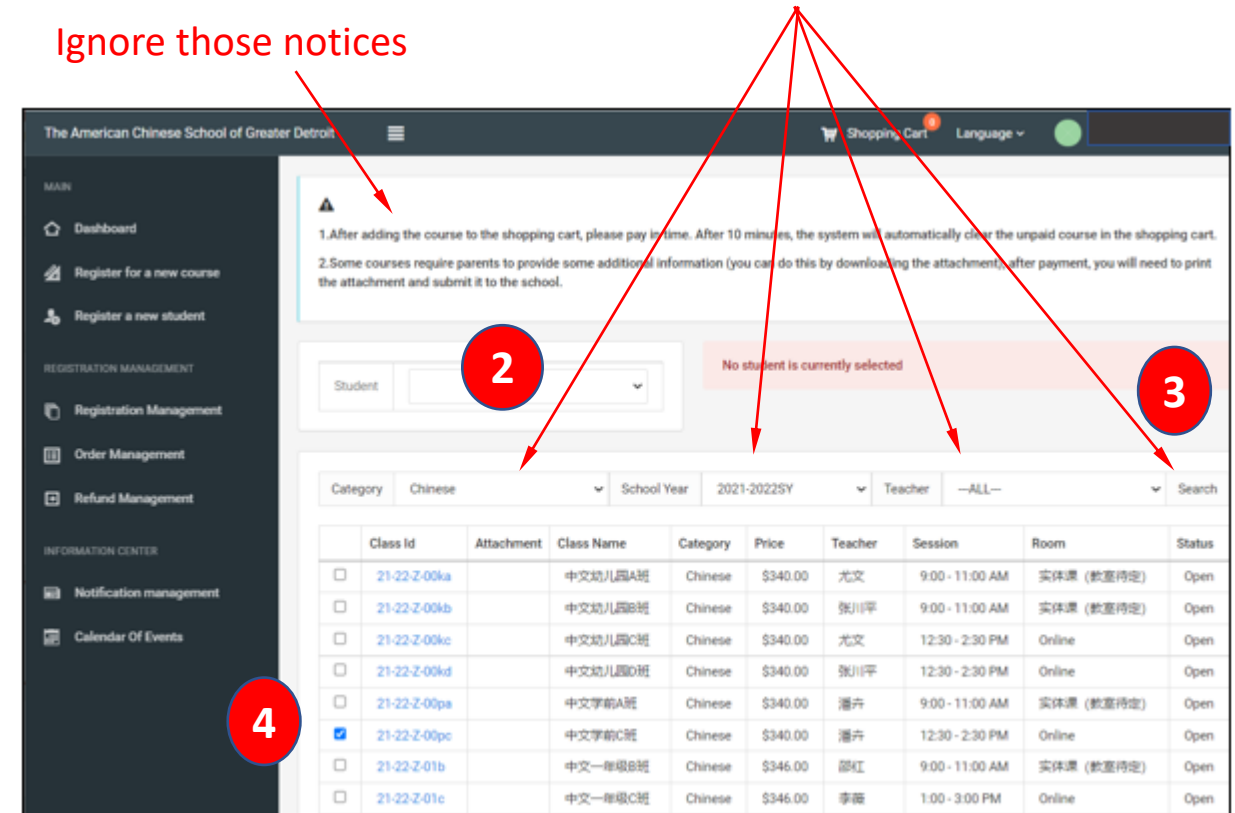
## 2. Select Class



- 1) Click “*Register for a new course*”.
- 2) Select the student.
- 3) Select: “*Chinese*”, “*2021-2022SY*”, “*--ALL--*”. Click “*Search*”.
- 4) Find the class you’d like to register and check the box on the left.

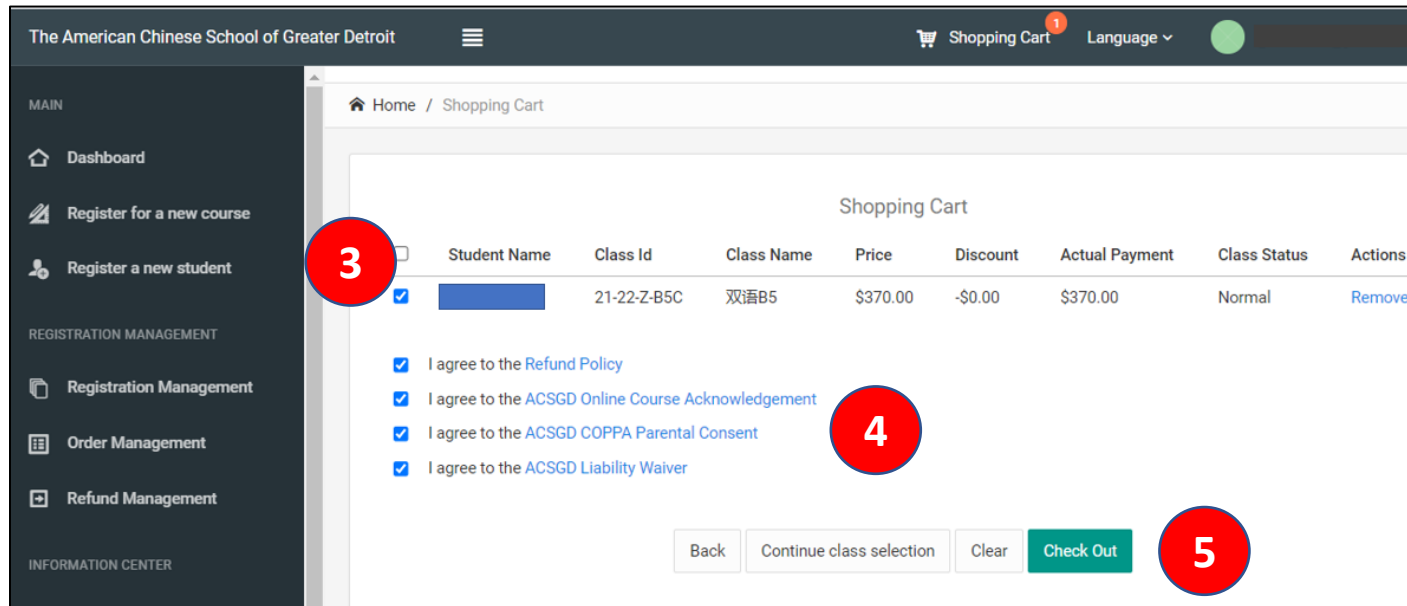
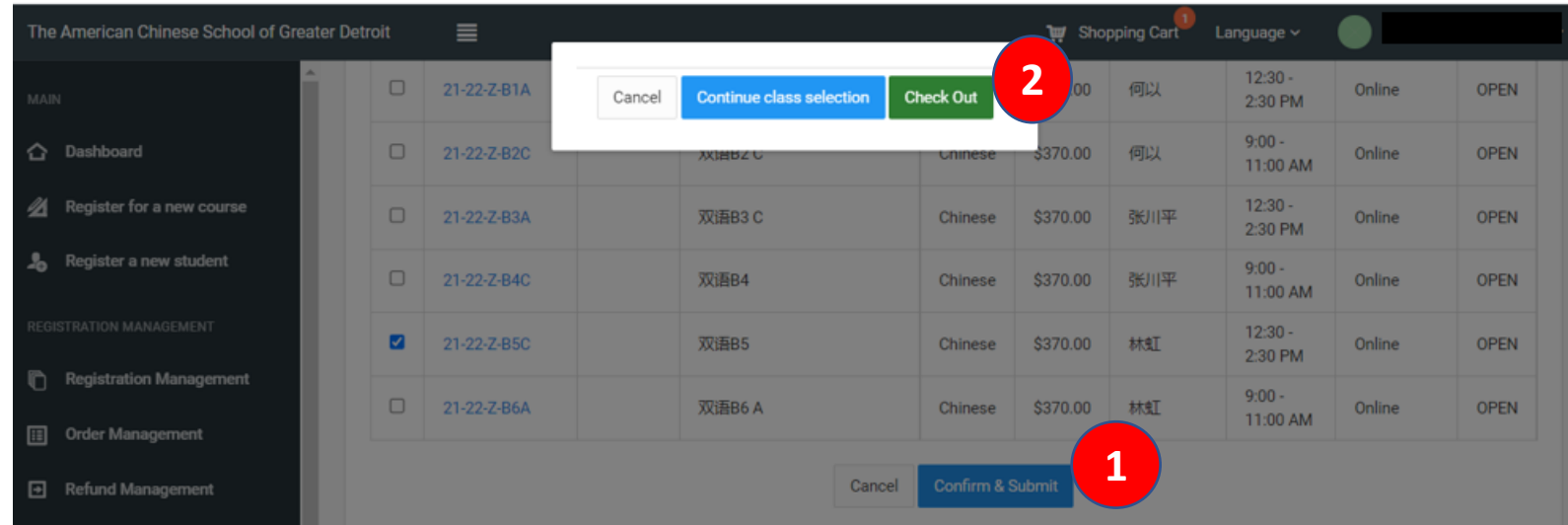
Use those options to reduce the search range of the classes

Ignore those notices



### 3. Read and Agree Four Documents

- 1) Click “Confirm & Submit”
- 2) Click “Check Out”
- 3) At a new window, select student.
- 4) Read and agree 4 documents.
- 5) Click “Check Out”.



## 4. Review the Course and Tuition

- 1) Check if the class and tuition are right.
- 2) Read and agree Registration Policy.
- 3) Click “Pay”

MAIN

- Dashboard
- Register for a new course
- Register a new student

REGISTRATION MANAGEMENT

- Registration Management
- Order Management
- Refund Management

INFORMATION CENTER

- Notification management
- Calendar Of Events

### Payment

Home / Payment

After successful registration, each child will have a deposit and a student will only generate a deposit during the school year.

Currency : U.S. Dollar

#	Class Id	Course Name	Price	Discount	Deposit	Actual Payment
1	21-22-Z-B6A	双语B6 A	370.00	-0.00	0.00	370.00

Payment Information

Payment Method:

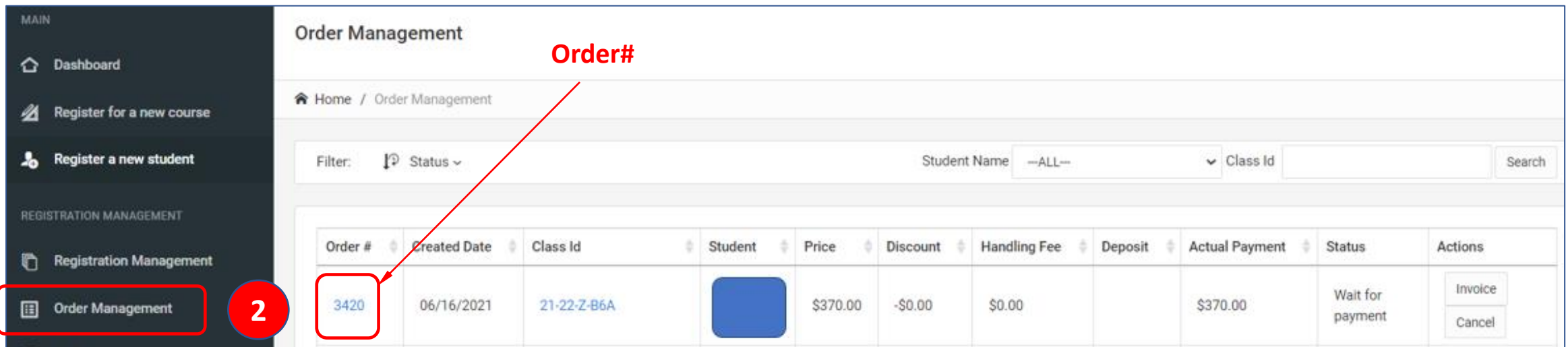
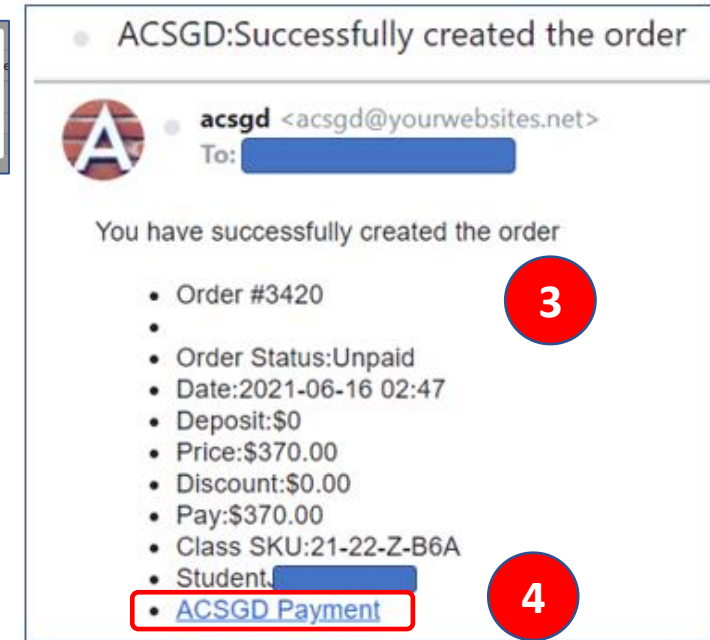
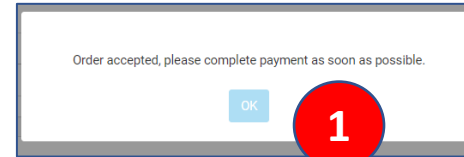
Use Balance \$0.00

Course Cost	370.00
Discount	-0.00
Deposit	0
Actual Payment	370.00

I agree to the Registration Policy

## 5. Obtain Order Number

- 1) Click “OK” on a new pop-up window.
  - 2) System will generate your Order #. The Order # can also be found in the Order Management.
  - 3) At the same time, you’ll receive an invoice email.
  - 4) Click the last line “ACSGD Payment” of the invoice, you will see the payment information shown on the next page.
- 5) Registration is done.**



Order Management

Home / Order Management

Filter: Status Student Name --ALL-- Class Id Search

Order #	Created Date	Class Id	Student	Price	Discount	Handling Fee	Deposit	Actual Payment	Status	Actions
3420	06/16/2021	21-22-Z-B6A	[redacted]	\$370.00	-\$0.00	\$0.00		\$370.00	Wait for payment	Invoice Cancel

2

Order#

## 6. Pay Tuition

1. Once you have the order #, you can use it to pay tuition with one of the following two methods.
  - 1) QuickPay/Zelle
  - 2) Check
2. If you use the “2021-22 Tuition Discount Code” **TFXXXX**, you can deduct \$10 from the tuition. (The code can not be used by others.)
3. Please write follow information on the Memo (QuickPay) or Check:
  - 1) **Order Number**
  - 2) **Discount Code (TFxxxx)**
  - 3) **Student name**
  - 4) **The class you registered.**

Done

付费方式如下:

您可以通过以下任意一种方式交费:

• 如果通过 QuickPay/Zelle 付费:  
Email: [finance.cashier@acsgd.org](mailto:finance.cashier@acsgd.org)  
用户名 Name: ACSGD (付费后会显示学校全称)

请备注: 订单号码 (order number), 折扣码, 学生姓名, 班级名称

• 如果通过支票付款, 请在支票上标明订单号码 (order number), 折扣码, 学生姓名, 班级名称以及付款日期. 支票请邮寄至:

ATTN: CAIWU  
ACSGD  
P.O Box 1173,  
Troy, MI 48099-1173

Make check payable to ACSGD

Please send check to this address