



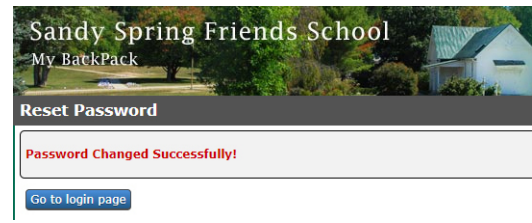
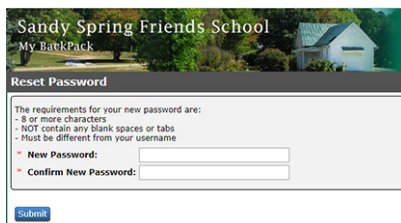
# HOW TO ENROLL AT SSFS - FOR NEW DOMESTIC FAMILIES

**Congratulations, you've been accepted to SSFS!** Below are **step-by-step instructions for how to access and sign your online enrollment contract** for 2019-2020, **enroll in the FACTS Tuition Management Program**, and **prepare for the upcoming school year**. Questions about your enrollment contract? Contact Dawn Griffith ([Dawn.Griffith@ssfs.org](mailto:Dawn.Griffith@ssfs.org), or 301-774-7455 x231). Technical issues accessing your contract? Contact the SSFS Technology Department at [tech@ssfs.org](mailto:tech@ssfs.org), or 301-774-7455 x111.

## STEP ONE: Set up an SSFS My BackPack account & sign your contract

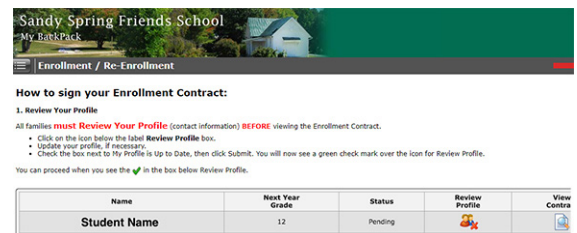
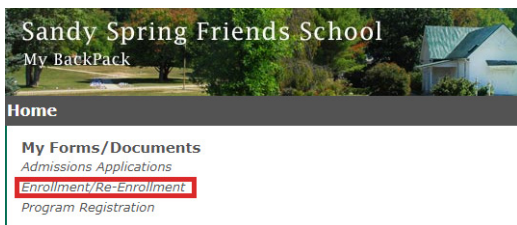
Accepted families are sent a “congratulations” acceptance email from the Admissions Office at SSFS that includes a username (typically, the first five letters of your last name, first two letters of your first name, and a number), along with a unique link to set up your password for an SSFS parent account. Please follow the instructions below to set up your account and sign your contract.


**\* Reset your password for your My BackPack Account:** Click on the link provided in the acceptance email from admissions@ssfs.org. This will prompt you to reset your password.



**Note:** the unique link in the email expires in approximately 10 days; after the expiration date, the link will send you to a login page, where you can click the “Forgot username/password” link to reset your password.

**\* Go to the Enrollment Contract page:** Once you are logged in to your My BackPack home page, please click the “Enrollment/Re-Enrollment” link. This will take you to your Enrollment Contract page:





**\* Review/Confirm Your Profile Information:** Click the “Review Contract” icon -  - to view your profile information (such as email address/es, mailing address/es, phone number/s, and work information). If needed, click the “Edit” button to make changes, then click the “Save” button. (After making edits, you will see the following text: “Profile changes have been submitted and will not be published until they have been reviewed,” at which point you can click the “Done” button.) If everything is correct, check the

My Profile is Up to Date box, and then click .



# HOW TO ENROLL AT SSFS

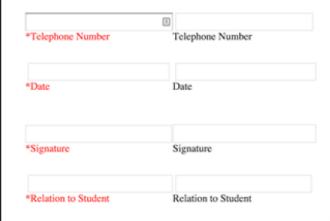
(STEP 1, CONTINUED)

\* **Click View Contract and Select a Payment Plan:** Once you see the Profile Successfully Reviewed icon (  ) then you can click the “View Contract” icon (  ) and select a payment plan from the options.

Note that all **new families are automatically enrolled in the Tuition Refund Insurance Plan.** (See more about the Tuition Refund Plan at <https://www.ssfs.org/uploaded/PDFs/Admissions/Tuition-Refund-Plan.pdf>)

\* **Families of students entering PK3 through 3rd Grade:** You may select the “**Academic Year + Summer Camp**” option if you choose to enroll your student in the 8 weeks of Summer at Sandy Spring at a 25% camp discount. (See more information online at <https://www.ssfs.org/admission/academic-year-plus-summer>.)

\* **Electronically sign the contract:** Input information in the required fields and click the “Submit” button.



<input type="text"/>	<input type="text"/>
*Telephone Number	Telephone Number
<input type="text"/>	<input type="text"/>
*Date	Date
<input type="text"/>	<input type="text"/>
*Signature	Signature
<input type="text"/>	<input type="text"/>
*Relation to Student	Relation to Student

## STEP TWO: Enroll in your FACTS plan to complete the enrollment process

Within 48 hours after you submit your contract online, you should receive an email from FACTS, our tuition payment system. Follow the instructions in the FACTS email to enroll in your preferred payment plan. **Please note that your enrollment is not complete until you have enrolled with FACTS.** More information about the FACTS Tuition Management Program can be found online here:

<https://www.ssfs.org/uploaded/PDFs/Admissions/FACTS.pdf>

If you have questions regarding payment or do not receive the FACTS email, please contact our controller, Jessica Rothfield, via email at [jessica.rothfield@ssfs.org](mailto:jessica.rothfield@ssfs.org) or by phone at 301-774-7455 x181.

## STEP THREE: Get ready for the upcoming year!

We can't wait to welcome your family to campus for the 2019-2020 school year! Please be sure to **bookmark the “Summer & Back-to-School Information” page for your child’s division** (listed below). This is your one-stop location for important items like **Health Forms, Bus and Aftercare Sign-Up, Book Ordering, Summer Reading, Technology Information, Orientation and Welcome Events, & more.**

\* **Lower School:** <https://www.ssfs.org/academics/lower-school/lis-summer-back-to-school-info>

\* **Middle School:** <https://www.ssfs.org/academics/middle-school/ms-summer-back-to-school-info>

\* **Upper School:** <https://www.ssfs.org/academics/upper-school/us-summer-back-to-school-info>