



## Viewing your Enrollment Contract

Blackbaud hosts our school portal (called myCHCH) which is the home of all things CH-CH - class listings, schedule, homework assignments, grades, comments and more.

1. The official enrollment contract can be viewed in your myCHCH parent portal. To access the portal, go to [chch.org](http://chch.org) and click the "myCHCH" button on the top right hand corner of the main page.
2. On the login screen, enter your email address as your username. Then you can do one of the following:
  1. Fill out the form to create your Blackbaud ID.
  - OR
  2. If you have a Gmail account, you can simply select "Sign up with Google" at the bottom of the screen. You can then choose which Google account you want to connect to your Blackbaud ID.
3. After completing this process you will now enter the email address you chose during Step 2 as your username when logging into myCHCH.
4. Once you log in, click on your student's name in the top left where you will be able to view the official decision letter under the Decision tab.
5. The enrollment contract can be viewed by clicking the notification banner at the top of the page.
6. From there, it will ask if you have a Smart Tuition account. Choose "No". \*\*Please do not go to Smart Tuition to pay the deposit. You must pay the deposit on the last page of the contract in your myCHCH portal. Once you pay the deposit, your account in Smart Tuition will be created.
7. Review the contract. You can choose whether to add your bank account information at that time, or choose "Mail me an invoice".
8. On the last page, you will pay the deposit with your bank/checking account or credit card. The deadline to sign the enrollment contract is April 10, 2023.

We are excited to welcome your family to our community! Congratulations again!

Any questions or trouble logging in, please reach out to our Director of Technology ([dot@chch.org](mailto:dot@chch.org)).