

### **LOGIN (First time users only)**

1. Click this link (and save it for future references) - <https://app.thestudiodirector.com/ibjazz/portal.sd>
2. Enter your email **(the email where you receive your JU bills)**.
3. Click "Forgot Password" to set up your online account.
4. Reenter your email and click "Next".
5. An email will be sent to you to set up your new account and password. Follow emailed instructions.

### **HOW TO REGISTER**

1. Go to: <https://app.thestudiodirector.com/ibjazz/portal.sd>
2. Login with email **(the email where you receive your JU bills)** & password
3. Accept and sign Student Waiver and Release of Liability. (First login only)
4. Click Enroll in a Class
5. Click the 2021 Session 1/2/3 Fun-Size Program.
6. View all classes and click on the class you would like to register for.
7. Once you enroll you will see a message in regards to payment. You must "CHECKOUT" to complete registration.
8. If you would like to register for more than one class please click "Add More Classes"
9. Enter Payment Method (First login only). Enter the credit card you would like to use for this payment.
10. Confirm the payment amount at the top of the page, confirm the payment method. Check "I have read the above agreement and agree to all of it's terms".
11. Click "Accept"