



Your Goals Come First.

## TUITION LOAN SET-UP INSTRUCTIONS

### WHAT YOU WILL NEED:

Email Address

Driver's License or State I.D.

Social Security Number

Bank Routing and Account Number for Automatic Bank Drafts on Tuition Loan

**Step 1.** For all renewing parents and new parents, please go to <https://tuitionportal.fbtonline.com>. This is where new parents will register on the FBT tuition website.

**Step 2.** All new parents will need to register on the new site. Please click on the *"I Want to Register"* link. You will be prompted to create your password and security questions.

**Step 3. Dashboard – NEW PARENTS** - Go to **Find School** to choose your school. Once your school shows under **Register for School**, click on **Enroll Student**. This is where you will enter your child's information, first and last name and birth date. The ID is optional. Please add all students before you go to enroll your child. Once students are added you will see them listed with *New Enrollment for this Student*.

**RENEWING PARENTS** – On your dashboard you will see the school listed with a button to **Enroll Student**. When you click on this button, your student's or students' names should be listed. To enroll for this upcoming year, click on *New Enrollment for this Student*.

**Step 4.** When you click on this hyperlink, you will be brought to the screen to choose your school and then the next screen for your child's grade. Please then click on **Register for School**. A cart will appear next with tuition information. BEFORE, clicking on the *Save and Continue to Payment* button, if you have another child, click on *Enroll Another Student at this School*. Once you have enrolled all of your students, click save and continue to payment.

**Step 5.** After the *Enrollment*, a Shopping Cart will show your tuition and fees. Choose the options that are associated with each child to complete the cart, if necessary. Save and continue to payment.

**Step 6.** You are now looking at your order with different options for payment. Here you will decide how you will pay fees/tuition. Please pay attention to amounts input for the Bank Draft, debit or credit card payments if you are not paying full tuition. If you choose to pay with a loan, complete the loan application. **Important Note:** As per your school, you will be required to sign up for monthly automatic bank drafts on your tuition loan. Please complete required bank information including the monthly due date (3<sup>rd</sup> or 15<sup>th</sup> of the month) and check box to authorize monthly ACH drafts. Once completed, your order details will display.

**First Bank & Trust Customer Service Representatives are available to assist you by phone with the online loan process by calling (504) 584-5967 or 1-877-426-2376, Monday –Friday from 8:00am – 5:00pm.**



### **Education Division**

909 Poydras Street, Suite 3200, NOLA 70112

Tel: (504) 584-5967 - Fax (504) 584-5969