

FIRST BANK AND TRUST TUITION - WEBSITE INSTRUCTIONS
For Bishop McManus Academy

HELP LINE: (504) 584-5967 or 1-877-426-2376

WHAT YOU WILL NEED TO GET STARTED

- Email Address (Your email address is used to create your login on the website)
- Applicant's Driver's License or State ID (ONLY if you choose the financing option)
- Applicant's Social Security Number (ONLY if you choose the financing option)

WEBSITE LOGIN FOR FIRST TIME USERS:

- Visit <https://tuitionportal.fbtonline.com> and click "I Want to Register"
- Complete the form, then read and accept the User Agreement.
- Click the "Register" button at bottom to complete the sign up.

ALREADY REGISTERED?

Enter your email and password and click the "Login" button.

You will be taken to your Dashboard where you will see two tabs named "Summary" and "Incidentals".

Located Under "Summary" TAB

- FINANCE 100% OF TUITION WITH FBT TUITION LOAN
- PARTIALLY PAY AND FINANCE BALANCE OF TUITION WITH FBT TUITION LOAN
- PAY TUITION IN FULL ON THE FBT WEBSITE

FINANCE 100% OF TUITION WITH FBT TUITION LOAN

Step 1 – From the Dashboard click on the "Summary" tab. Scroll down to the "Tasks" section and click on the hyperlink "[*You have students who are not yet enrolled. Enroll them now.*](#)" **This is referring to the enrollment of your student on the FBT tuition website.**

Step 2 – The next screen will display your student's name and you will then click on the hyperlink, "[*New Registration for this Student*](#)". **This is referring to the registration of your student on the FBT tuition website.**

Step 3 – On the next screen, click on the dropdown box and select Bishop McManus Academy on the list, and then click "Next."

Step 4 – On the next screen, click on the dropdown box and select the grade your student is entering for the 2019-20 school year and click "Next."

Step 5 – On the next screen, click on the red box "[*Register for School*](#)" and leave the Student Identification box blank. **This is referring to the registration of your student on the FBT tuition website.**

Step 6 – Your "Shopping Cart" is displayed on this screen with an itemized list of tuition and fees for your student. "[*Click Save and Continue to Payment.*](#)"

Step 7 – Your "Order" is displayed on this screen. To finance the full amount due, click on the first red box that states, "[*Finance Up to \\$*](#)" and proceed to complete the financing application. Once your application has been

submitted, you will receive a confirmation message and you may return to your dashboard to log out of the website.

PARTIALLY PAY AND FINANCE BALANCE OF TUITION WITH FBT TUITION LOAN

Complete Steps 1 thru 7 as described above for paying via the financing option. On the financing application screen you will change the amount to the amount you wish to finance. After submitting your application, click on “*Return to your Order*” and you will see the remaining amount listed as “Unpaid”. Choose one of the other forms of payment to pay the remaining balance. The payment forms available include a credit card, debit card or electronic check.

PAY TUITION IN FULL ON THE FBT WEBSITE

Complete Steps 1 thru 6 as described above.

Step 7 – From your “Order” screen, choose a desired form of payment other than the financing option to pay for full tuition and fees. The payment forms available include a credit card, debit card or electronic check.

GENERAL SITE NAVIGATION

You may always return to the dashboard by clicking on “Dashboard” on the top left corner of the screen. You may also return to the previous page at any time by clicking the back arrow icon on the top left of the screen. When you are ready to log out of the website, select the drop down arrow on the top right of the screen near your name.