

Spirit of Math Parent Portal - Instructions

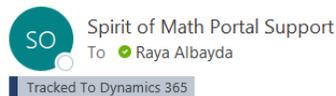
Setting up your Spirit of Math Parent Portal Account

Please follow the steps outlined below to setup your Spirit of Math Parent Portal Account.

SoM Portal Web Address: <https://sirs.spiritofmath.com/>

1. You will receive an invitation link to set up your portal account. If you do not see the email in your inbox, check both your spam and junk mailboxes. If you are unable to locate this invite after going through all your mailbox folders, please reach out to your campus director or campus administrative assistant to ensure they have the correct email address on record and to resend the invite.

Spirit of Math Portal Invitation 2020-02-16 9:01 PM SIRS:0059133



Dear Raya

In the interest of providing families with a convenient and user-friendly registration experience, we are introducing our online "Student Information & Registration System" or SIRS. Ultimately, this online portal will be used by you to register your child into our after-school classes.

This is an invitation to access the online parent portal to SIRS. The first step we request you to complete is create an account and log into the portal and check if your information is correct, and, if necessary, to update and correct that information. We have gone to great lengths to make this a very straightforward, user-friendly experience.

We plan to begin using the SIRS portal in April 2020 for pre-registration for the upcoming school year. The payment processing segment will also be rolled out in stages, so online payments by credit card, which we are moving towards as a quick and convenient option may not be available for all campuses. We will keep you posted on this development and look forward to working with you on these next steps.

Click [here](#) to redeem your invitation to the Spirit of Math Portal.

Please note this invitation link will expire in **7 days**.

Best regards,

The Spirit of Math SIRS Portal Team

Please note that the sender of the email will vary depending on your campus.

2. Click "**here**" to be redirected to the portal to setup your account.
Note: this must be done within 7 days of receiving the invite, otherwise, the invitation code will expire.

Click [here](#) to redeem your invitation to the Spirit of Math Portal.

3. Once you are at the SoM portal site. Click “**Register.**” Do not check “I have an existing account” if this is your first time setting up an account.



 Spirit of Math.
Releasing the Genius.

Home | Family Account | Registration | Sign in

[Sign in](#) [Redeem invitation](#)

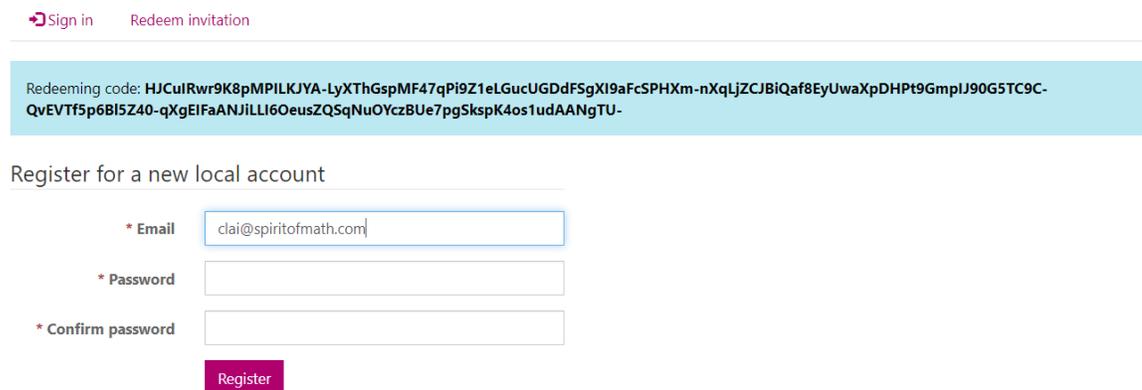
Sign up with an invitation code

* Invitation code

I have an existing account

[Register](#)

4. You will be directed to register for a new local account. Input the relevant information.
Your email address will be your username.



[Sign in](#) [Redeem invitation](#)

Redeeming code: HJCulRwr9K8pMPILKJYA-LyXThGspMF47qPi9Z1eLGucUGDdFSgXI9aFcSPHXm-nXqLjZCJBiQaf8EyUwaXpDHPt9GmpIJ90G5TC9C-QvEVTf5p6BISZ40-qXgElFaANJILLI6OeusZQSqNuOYczBUe7pgSkspK4os1udAANGTU-

Register for a new local account

* Email

* Password

* Confirm password

[Register](#)

5. Once you have registered successfully, you will be taken to a new page to update your profile and confirm your email. At the same time, you should receive another email to notify you that you have successfully set up your account and provides you with your username.

Profile

Please use this form to update your First name, Last Name and email addresses for the portal.

Your email requires confirmation.

Your Information

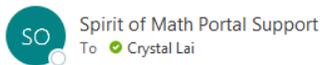
First Name *
Clay

Last Name *
March

E-mail
clai@spiritofmath.com

[Update](#)

Spirit of Math Successful Portal Registration SIRS:0014048



Dear Clay

Congratulations, you have successfully registered for our Spirit if Math Portal.
Please keep this email for your records:
Your portal username is: clai@spiritofmath.com
Please contact your Campus Director if you have any questions.

Sincerely
Spirit of Math Portal Support

6. **IMPORTANT: Confirm your email to complete the portal account setup process.**

Profile

Please use this form to update your First name, Last Name and email addresses for the portal.

Your email requires confirmation.

Your Information

First Name *
Clay

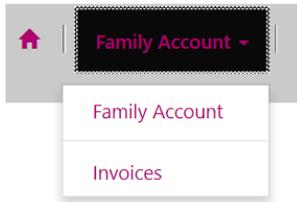
Last Name *
March

E-mail
clai@spiritofmath.com

Note: You can always change your email if necessary. This will update your primary contact email in the SoM system.

7. Upon confirmation of the email, you can now navigate the portal freely. Here are a few options that you will find on the portal (on the top right-hand corner):





Family Account tab: you can access the family information here. It provides you with the family account info and invoices to the account.

- i. **Family Account:** Displays information in the account including the family account number along with your phone number and address that is on file. It also allows you to see the parent/guardians/students associated with this family account. If any of the information is incorrect, please reach out to your Campus Director or Campus Administrative Assistant to have the information updated.
- ii. **Invoices:** invoices associated with the account to date

Invoices

Invoices

Campus	Program	Invoice Name	Invoice ID	Invoice Total	Payment Type	CC Transaction ID	Credit Card Auth Date	Cheque Number	Cheque Date	Payment Amount
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Please note that when you edit your record, it might take a few seconds for the update to be shown on the portal and the page will need to be refreshed.

Please reach out to your CD or CAA should you have any additional questions or concerns.

Thank you for using the Spirit of Math Portal.