

# **FIRST BANK AND TRUST – INSTRUCTIONS FOR ONLINE PORTAL Jesuit High School**

**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)
- Parent/Applicant's Driver's License or State ID (ONLY if you choose the financing option)
- Parent/ 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 required fields, then read and accept the User Agreement.
- Click the "Register" button at bottom to complete the sign up.

## **EXISTING WEBSITE USERS:**

- If you have already established a User Name and Password on the FBT website, you may use the same login to access your student's information for the 2021-2022 school year.

## **On the FBT website, you will have the following options:**

**PAY REGISTRATION FOR THE 2021-2022 SCHOOL YEAR (CANNOT BE FINANCED)  
PAY TUITION FOR SUMMER ENRICHMENT COURSES (CANNOT BE FINANCED)  
FINANCE UP TO 100% OF TUITION WITH A FBT TUITION LOAN (3% Interest)  
PAY FULL TUITION AND FEES WITH A BANK DRAFT, CREDIT/DEBIT CARD**

**REGISTRATION FEE (Must be paid by New Students 3/10/2021, Returning Students 4/30/2021)**

Step 1 - From the "Summary Tab" on your Dashboard, scroll down to the "Tasks" section and click on the hyperlink that reads, "[You have students who are not yet enrolled. Enroll them now.](#)" This is referring to your student's enrollment on the FBT website.

The screenshot displays the FBT Dashboard interface. On the left is a vertical navigation menu with icons and labels for 'Invitations', 'Alerts', 'Students', 'Payment Accounts', and 'Financial Aid'. The main content area is titled 'Dashboard' and features a green notification bar at the top stating 'Security question was successfully answered.' Below this are three tabs: 'Summary' (selected), 'Incidentals', and 'Financial Aid'. The 'Account Users' section contains a table with one user: Tooraj Badie, email tooraj.badie@att.net, and status Active. The 'Tasks' section includes a green instruction box and two yellow task cards: 'Invite a spouse or family member now.' and 'You have students who are not yet enrolled. Enroll them now.' The 'Register' section has a 'School:' label, a dropdown menu with 'Select Some Options', and a red 'FIND SCHOOL' button with a right-pointing arrow.

Invitations

Alerts

Students

Payment Accounts

Financial Aid

## Dashboard

✓ Security question was successfully answered.

★ Summary   ████ Incidentals   \$ Financial Aid

Account Users

Name	Email	Status
Tooraj Badie	tooraj.badie@att.net	Active

Tasks

████ To Purchase Incidentals click the "Incidentals" tab next to Summary at the top

💡 Invite a spouse or family member now. ✕

💡 You have students who are not yet enrolled. Enroll them now. ✕

Register

School:

Select Some Options

FIND SCHOOL →

**Step 2** - The next screen will display your student's name (if already register on the FBT website) and you will then click on the hyperlink, "[New Registration for this Student.](#)" If your student is not registered on the site, you will input your student's information here.

Dashboard Home > Students

## Students

If you have no students to add and are interested in purchasing items or donating money, please click here to search for your school.

Displaying all 2 Student

	First Name	Last Name	Current Registration	Registrations	Birth Date	Created At
	Kian	Badie	Not Registered	<a href="#">New Registration for this Student</a>	11/15/2002	02/26/2019 08:04:45
	cade	badie	Not Registered	<a href="#">New Registration for this Student</a>	01/22/2007	03/01/2021 08:17:19

[+ NEW STUDENT](#)

**Step 3** - On the next screen, click on the dropdown box and select "[Jesuit High School](#)" from the list, and click "Next."

Dashboard Home > Enrollments > New Enrollment

## Register cade badie for 2021 - 2022 school year

Please select the school and grade in which you would like to enroll your student. Be sure to specify the student's optional unique identification number if it was given to you by the school.

If you don't see your school available for selection, the school may not yet be open for registration.

Student: **Badie, Cade**

School:

Select an Option

[NEXT →](#)

Step 4 – On the next screen, click on the dropdown box and select the grade your student is entering for the 2021-2022 school year and click, “Next.”

The screenshot shows a web application interface for enrolling a student. On the left is a vertical sidebar with navigation links: Dashboard, Invitations, Alerts, Students, Payment Accounts, and Financial Aid. The main content area has a breadcrumb trail: Home > Enrollments > New Enrollment >. The title is "Register cade badie for 2021 - 2022 school year". Below the title, there is a paragraph: "Please select the school and grade in which you would like to enroll your student. Be sure to specify the student's optional unique identification number if it was given to you by the school." Another paragraph follows: "If you don't see your school available for selection, the school may not yet be open for registration." The form displays: Student: **Badie, Cade**; Selected School: **Jesuit High School of New Orleans**; Grade: **Eighth Grade** (with a dropdown arrow icon). At the bottom is a red button labeled "NEXT" with a right-pointing arrow.

Dashboard

Invitations

Alerts

Students

Payment Accounts

Financial Aid

Home > Enrollments > New Enrollment >

## Register cade badie for 2021 - 2022 school year

Please select the school and grade in which you would like to enroll your student. Be sure to specify the student's optional unique identification number if it was given to you by the school.

If you don't see your school available for selection, the school may not yet be open for registration.

Student: **Badie, Cade**

Selected School: **Jesuit High School of New Orleans**

Grade: **Eighth Grade**

NEXT →

Step 5 – On the next screen, click on the red box “Register for School” and leave the Student Identification box blank.

The screenshot shows the 'Tuition Online' interface. The top navigation bar is dark red with the text 'Tuition Online' on the left and several notification icons (shopping cart, list, bell, envelope) on the right, each with a number. Below the navigation bar is a breadcrumb trail: 'Home > Enrollments > New Enrollment >'. The main content area has a title 'Register cade badie for 2021 - 2022 school year' with a briefcase icon. Below the title, there is instructional text: 'Please select the school and grade in which you would like to enroll your student. Be sure to specify the student's optional unique identification number if it was given to you by the school.' and a note: 'If you don't see your school available for selection, the school may not yet be open for registration.' The form fields are: 'Student: Badie, Cade', 'Selected School: Jesuit High School of New Orleans', 'Selected Grade: Eighth Grade', and 'Student Identification Number (Optional):' with a question mark icon and an empty text box. At the bottom, there is a dark red button labeled 'Register for School'. On the left side, there is a vertical sidebar menu with icons and labels for 'Dashboard', 'Invitations', 'Alerts', 'Students', 'Payment Accounts', and 'Financial Aid'.

**Tuition Online**

Home > Enrollments > New Enrollment >

## Register cade badie for 2021 - 2022 school year


Please select the school and grade in which you would like to enroll your student. Be sure to specify the student's optional unique identification number if it was given to you by the school.

If you don't see your school available for selection, the school may not yet be open for registration.

Student: **Badie, Cade**

Selected School: **Jesuit High School of New Orleans**

Selected Grade: **Eighth Grade**

Student Identification Number (Optional): 

**Register for School**

- Dashboard
- Invitations
- Alerts
- Students
- Payment Accounts
- Financial Aid


**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*” and proceed to your “Order”.

The screenshot shows the 'Tuition Online' interface. At the top, there is a navigation bar with 'Tuition Online' on the left and notification icons (shopping cart with 3 items, menu with 3 items, bell with 0 items, envelope with 0 items) on the right. Below the navigation bar is a sidebar with menu items: Dashboard, Invitations, Alerts, Students, Payment Accounts, and Financial Aid. The main content area shows a breadcrumb trail: Home > Carts > Cart. A green notification banner states 'Enrollment has been created.' Below this is a red button: 'Clear this cart and return to enrollment.' The main section is titled 'Shopping Cart' and includes the school name 'Jesuit High School of New Orleans' and 'School Year: 2021 - 2022' with a 'Status: Pending' link. A table lists the items in the cart:

Student	Grade	Item	Description	Amount
Badie, Cade	Eighth Grade	2021-22 Tuition		\$10,250.00
Badie, Cade	Eighth Grade	Registration Fee - ALL Students		\$250.00

Below the table are two buttons: 'ADD ANOTHER ITEM' and 'ADD ANOTHER STUDENT'. At the bottom left, the total is shown as 'Total: \$10,500.00'. A large red button at the bottom right says 'SAVE AND CONTINUE TO PAYMENT'.

**Step 7** – To pay your **Registration Fee** only, scroll down on the Order page to the payment options (bank draft, credit or debit card) and select your preferred payment method. On the payment screen, enter the registration amount for your student(s) and proceed to complete and submit your payment. If you choose to pay with a one-time bank draft, there is no fee for the transaction. If you use a debit or credit card, there is a 2.99% processing fee added to the amount paid. When you are ready to pay or finance your tuition and fees, you may return to your Order by clicking on the message from your dashboard that reads, [“You have an Incomplete Order. View Order Now.”](#)


Jesuit High School of New Orleans

School Year: 2021 - 2022  
 Order: 0070-2021-98217  
 Status: Pending  
 Order Date: 03/02/2021  
 Parents: Tooraj Badie

Order Details						
Student	Grade	Item	Description	Amount	Amount Paid	
Badie, Cade	Eighth Grade	2021-22 Tuition <i>Pay in full or finance, or pay 50% by July 1, 2021, and then finance the balance or pay the balance in full by</i>		\$10,250.00	\$0.00	
Badie, Cade	Eighth Grade	Registration Fee - ALL Students <i>Must be paid in full by April 30, 2021</i>		\$250.00	\$0.00	

**Order Total:** \$10,500.00

Payment History					
Payment Date	Type	Status	Amount	Fee	
No payments found.					

**Total Paid:** \$0.00

**Total Unpaid:** \$10,500.00

FINANCE UP TO \$10,250.00 →

PAY UP TO \$10,500.00 WITH BANK DRAFT →

PAY UP TO \$10,500.00 WITH DEBIT CARD →

### **PAY TUITION & FEES IN FULL (or in part with intent to pay balance by 2<sup>nd</sup> semester deadline)**

Complete Steps 1 thru 6, and from your “Order” select your preferred payment method and proceed to complete and submit your payment.

### **FINANCE 100% OF TUITION & FEES WITH FBT LOAN**

Complete Steps 1 thru 6, and from your “Order” choose and click on the “**Finance Up to \$**” box and proceed to complete the loan application page. 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 & FEES WITH TUITION LOAN**

Complete Steps 1 thru 6, as described above for financing 100% of tuition. On the loan application screen, you will change the loan 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 a desired form of payment other than a loan to pay the remaining balance.

### **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.