1. Visit [www.meritmusic.org](http://www.meritmusic.org) and select “My Account” from the upper right-hand corner of the page.

2. This link will bring you to our online registration site. Click “Login” to submit your login information for your online Merit account.
3. Input the email we have on file for your family, as well as your password, and then click “LOGIN”. If you have forgotten your password, **do not create a new account**. Click “Forgot your password?” to receive an automated email to reset your password. If you have difficulties retrieving your password this way, please contact studentservices@meritmusic.org and we will be happy to send your login information to you.

4. After you log in, you will see your general account information. You can take this opportunity to make a payment on any past due balances. If your balance seems higher than you think it should be, and you participate in private lessons, you may have been pre-enrolled in the upcoming session, and your lesson package needs to be put on a payment plan. You can accomplish this by clicking “Click here to pay.” To search for classes, click on “All Classes” to begin looking for the class you want to enroll in.
5. You can search for classes through the left navigation panel, or using key words or the course code, if you know it, via the Search function in the blue toolbar.

6. Once you find and select your class, it will bring you to the class description, which will give you more information about the class, including the schedule, experience level, and age requirements. To register for the class, click “REGISTER NOW”
7. A pop-up window will appear asking which member of your family you would like to enroll in the class. You will receive an error message if your student does not meet the age requirements. Check the box next to the names of all the students that you wish to enroll in this class and click “CONTINUE”.

8. Another pop-up window will appear indicating that you have added the class to your cart. If you would like to enroll students in other classes, click “CONTINUE SHOPPING” and repeat steps 5-7 until all classes you are interested in are in your cart. Once all the classes you want to register for are in your cart, click “VIEW CART AND CHECK OUT”.
9. Once you have opened your cart, review it to make sure that everything is correct. Then click “CONTINUE CHECKOUT”.

10. The next step will be to pay for the class. You will have the option to pay the tuition upfront, or pay just the registration fee, and put the remainder of the tuition on a payment plan. If you intend to apply for financial aid, select the payment plan option, and then submit a financial aid application via our website. A member of the Student Services team will let you know if you qualify, what the amount of your award is, if any, and then apply it to your overall balance. Select your payment method and enter your payment information. Then click “PROCESS PAYMENT”.
11. The system may prompt you to answer some demographic questions to make sure our records are up to date. You can also use this opportunity to update any information that is incorrect or has changed. Answer the questions as prompted, then scroll to the bottom and then click “SAVE”.
12. The final step will be to read and agree to our waiver for all programs. Check the box indicating that you agree to the terms of this waiver and click submit.

13. You will end on the confirmation page, indicating a successful registration. You may print the confirmation for your records. We’re so excited to have you come study with us!