

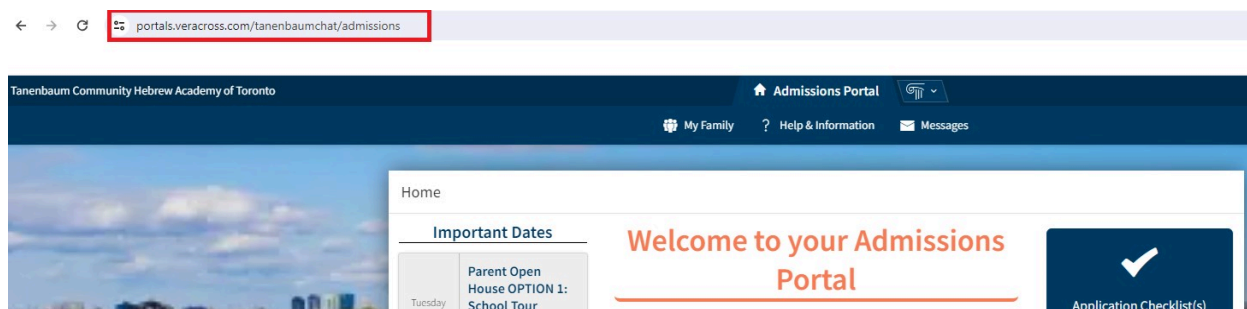
Admissions Portal User Guide

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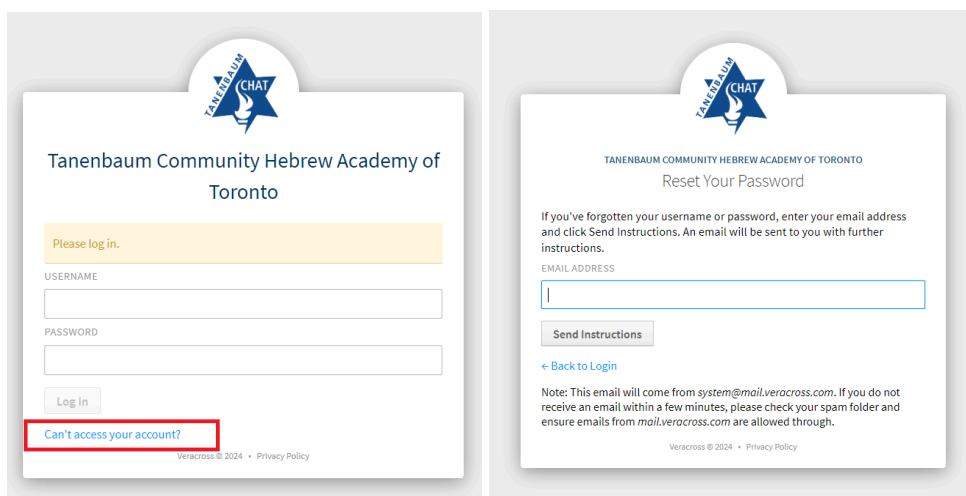
Admissions Portal Access

The web address for our Admissions Portal is:

<https://portals.veracross.com/tanenbaumchat/admissions/>



Your login information will be the same that you used when initially submitting your online Inquiry Form. If you should ever forget your password, you can click on the [Can't access your account?](#) link to select a new one.



Inside the Admissions Portal

After signing in, you will be taken to the Admissions Portal homepage. To return to this page at any time, click the *Admissions Portal* tab at the very top of the screen.



From here, you will be able to:

- view important dates [**note:** RSVPs cannot be done from here]
- navigate to other sections of the Admissions Portal, including the Application Checklist on the far right
- Navigate to external links (school website, Viewbook, Facebook page, etc)

A screenshot of the Admissions Portal homepage. The top navigation bar includes "Navigation", "My Family", "Help & Information", and "Messages". The main content area features a "Home" section with "Important Dates" (highlighted with a red box), a "Welcome to your Admissions Portal" message, and a "To register for our Open House and to start or update an application:" section with a list of instructions. Below this is a video player for "Find Yourself @TanenbaumCHAT". To the right, there are buttons for "Application Checklist(s)", "Candidates", "Household", and "Contact Us". A "No unread messages" notification is also present. At the bottom right, there are buttons for "FAQs", "Program Guides", "Tuition & Financial Accessibility", and "Admissions Timeline". A social media widget for "TanenbaumCHAT" is visible at the bottom right. An "External Links" box is overlaid on the video player.

My Family/Candidate Page

You may access the Candidate Page through a number of links in your Admissions Portal including:

- Application Checklist (on the far right)
- Orange "Candidates" button (on the far right)
- "My Family" button on the top navigation panel

Once on this page, you have the option to:

- Update your child's personal information
- Check how many required tasks are complete
- Access your child's Checklist
- Update additional household members on the top right tab
- Access your Application Fees and payments on the top right tab
- Add a new Candidate

The screenshot shows the 'My Family' page interface. At the top, there are navigation tabs for 'Applications', 'Households', and 'Payments'. The main content area displays 'Your Child's Name' with an 'Update' link. Below this, it shows 'APPLYING FOR' with 'School Year 2024-2025' and 'Grade Level Grade 9'. A progress indicator shows '0 / 12 Required tasks complete'. A 'View Checklist' button is present, with a callout box stating 'Checklist for current applicant (child you submitted an Inquiry Form for)'. A 'Households' tab is highlighted with a red arrow and a callout box: 'Update additional household members (parents and siblings) here'. A 'Check here to see how many tasks are still required for your child's Applicant Checklist' callout points to the progress indicator. At the bottom, a green '+ Add a New Candidate' button is shown, with a callout box: 'For additional siblings ONLY'. A 'request a change' link is also visible.

In February of your enrollment year, you may also return to this page to view your child's Acceptance status at TanenbaumCHAT. A \$1,000 tuition deposit is required to confirm an Offer of Acceptance.

Application Checklist

An application checklist is the list of items and information required to apply to TanenbaumCHAT.

Your Child's

ACTIVE

Grade Level
Grade 9

2024-2025

0 / 12 Required tasks complete

Check how many tasks are left to complete your application

Parent Open House

Open House Registration

Student Visit

New Stream Student Tour

Non-Mandatory Events; you may register for these WITHOUT officially applying to TanenbaumCHAT

Applicant Information

Applicant Demographic Information *

Prior School

Family Information

Family Demographic Information *

Child Custody Documentation

Tell us more!

Tell Us More *

File Uploads

Applicant Photo *

Proof of legal status in Canada *

Final Report Card *

Last Jewish Day School Report Card

Personal Immunization Record *

Individual Education Plan *

Psycho-Education Assessment *

Placement Tests

Placement Tests *

Terms and Conditions

Parent Acknowledgement of Terms of Application *

Application Fee

Application Fee *

Application Fee must be paid for application to be reviewed

Please only register for 1 session

Parent Open House

Open House Registration

OPTIONAL

Please pick one of the following options:

- School Tour followed by Parent Open House (7:15pm-9:30pm) [Read More](#)
- Parent New Stream Information Session (7:15pm-9:30pm) [Read More](#)

Sign up...

All required items (demarcated with a ***red asterisk*** and individually marked with **"required"**) must be completed before an application is considered submitted.

On the top right hand corner of the Checklist, you will find a count of how many required tasks have been completed.

To view each checklist item and the required associated documents, forms, or uploads, click on the checklist item category on the left hand side to view that category's items.

Event Registrations

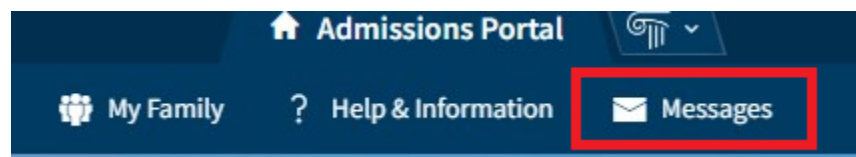
Registrations for events (specifically the parent Open House, New Stream Student Tour, and Placement Tests) are also located on the checklist. Note that not all events are mandatory.

Application Fee

A critical Checklist item to complete in order to have your application reviewed is the Application Fee. A fee of \$1,000 must accompany your application (a \$250 non-refundable application fee, plus a \$750 tuition deposit).

Messages

In addition to emails being sent to your email inbox, all system messages will be viewable in your messages inbox in your Admissions Portal.



For Further Assistance

If you have questions regarding admissions, please email FindYourself@TanenbaumCHAT.org.

For tech support requests unrelated to the Admissions portal, please email TCSupport@TanenbaumCHAT.org.