



ROA iClass Instructions:

GO TO: <https://app.iclasspro.com/parentportal/riveroaksacademycharter>

THIS WEBSITE IS MOBILE FRIENDLY. YOU MAY SIGN UP AND TRACK ENROLLMENT STATUS ON YOUR PHONE

FIRST TIME LOGIN:

1. Go towards the bottom of the page and click "**Forgot Password**"
2. In the box provided, enter your email address that our school has on file. Please check with your child's teacher if you are not sure which email to use.
3. Click "Reset Password"
4. An email will be sent to you with instructions on creating your password.

LOGIN TO iCLASSPRO WORKSHOP SIGNUP:

1. Go towards the bottom of the page and enter your email and password in the box provided.
2. Click "Login"
3. Workshops are listed alphabetically and search results can be refined by using the Class Filters provided.

4. Click on "More Details" for more information, workshop description, and meeting dates.

SIGN UP FOR A WORKSHOP:

1. Once you have logged in, you will see the workshops listed. A course description can be viewed by clicking on "More Details"
2. To sign up for a workshop, click the "ENROLL NOW" button.
3. Select your student from the "STUDENT" drop down box.
4. Click "Continue Enrollment"
5. Click "Add To Cart"
6. Click "Proceed to Checkout"
7. You will notice a Price of \$0.00 will be shown. We do not charge for services.
8. Click "Continue"
9. Click "Complete Transaction"
10. If you want a printout showing your enrollment in this workshop, click "Print"
11. You may look for other workshops by clicking the "Classes" menu option on the left of the page.

Attempting to place several workshops in your cart at one time before checking out may result in an error. Please complete the checkout process for each workshop at a time.

CHECKING ENROLLMENT/WAIT LIST STATUS:

1. You may see all of the workshops your student is enrolled in by clicking on the "Enrollments" menu option on the left of the page.
2. If you are not sure if your student has been added to a waitlist or if they have been successfully enrolled in a workshop, the "Enrollments" menu on the left side of the page will give you that information as well.

***If your student is on the waitlist, they may not attend the workshop.** You will receive an email if your student is admitted onto the roster. If you are unsure about your enrollment status for a workshop at any time, just check your enrollment status by following step 1 above.*