



My Backpack Enrollment Agreement & Enrollment Deposit Instructions


Sign In

Please enter your user name and password below to sign in.


User Name:

Password:

☐ Remember User Name



For other sign in assistance, please email us at Backpack@ursulinedallas.org.

[+ I Forgot My User Name/Password](#) 

Step 1:

From your emailed acceptance letter select "Sign-In Link." The *My Backpack Sign-In* screen will appear.

Select "I Forgot My User Name/Password."


Sign In


[+ Return to Sign In](#)

Please enter your user name **OR** email address. Instructions for accessing your account will be sent to you shortly.

User Name:

Email Address:

Get User Name/Password 



For other sign in assistance, please email us at Backpack@ursulinedallas.org.

Step 2:

Enter the User Name provided in your acceptance email

OR
the email address where you received the acceptance letter.

Select "Get User Name/Password."

Instructions for resetting your password will be emailed to you shortly.


Reset Password

Valid passwords must:

- Be no more than 30 characters
- NOT contain any blank spaces or tabs

* **New Password:**

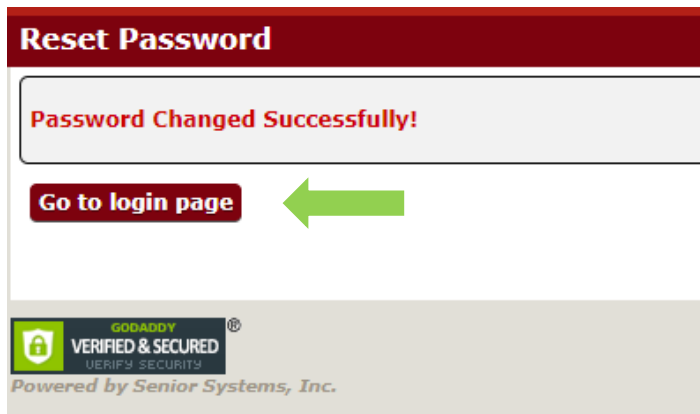
* **Confirm New Password:**

Submit 

Step 3:

The link in the password reset email will direct you to the *Reset Password* screen.

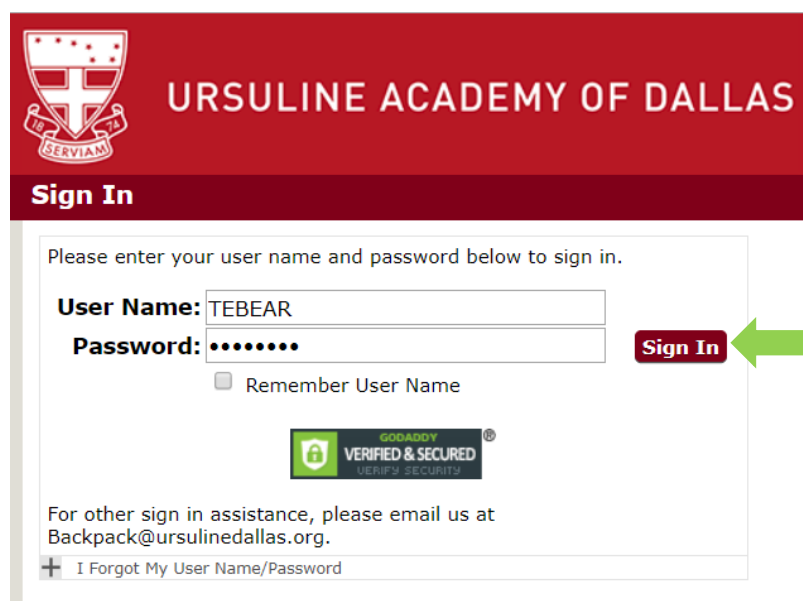
Enter and confirm the password you will use.
Write it down for future reference.
Select "Submit."



Step 4:

You will see the “*Password Changed Successfully!*” message.

Select “Go to login page.”

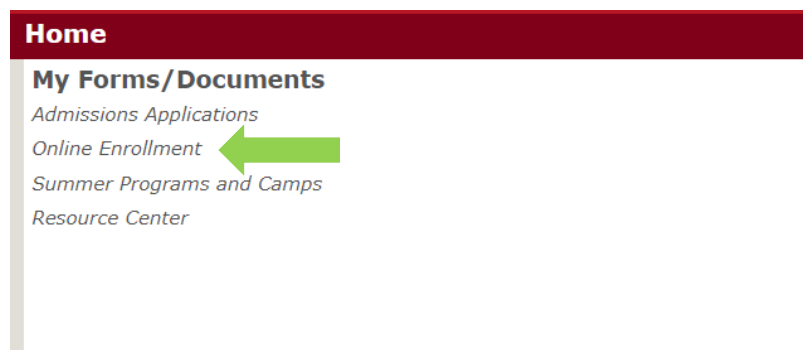


Step 5:

The Ursuline *Backpack Sign-In* screen will appear.

Enter the User Name from your accepted email and the new password you just created.

Select “Sign In.”



Step 6:

The *Home* screen will appear.

Select “Online Enrollment.”




Step 7:

The *Enrollment / Re-Enrollment* screen will appear.

Select “Review Profile.”

If you select the eleven month plan, you will need to submit the **ACH Authorization Agreement**. (Click on link)

Please contact Connie Lovejoy in the Business Office at (469) 232-3577 or clovejoy@ursulinedallas.org with any questions.

| Re-enrollment | | | | | | | |
|---------------|-----------------|---------|---|---|-----------------------|----------------|---|
| Name | Next Year Grade | Status | Review Profile | View Contract | Deposit Received Date | Online Payment | Additional Forms |
| | | Pending |  |  | N/A | Pay |  |

Step 8:

The *My Profile* screen will appear.

NOTE: The following information is the beginning of your daughter’s permanent record at Ursuline.

Include all parents/guardians along with their information.

Ensure legal name, valid email, and address are entered.

Select “Edit” to make necessary changes.

☐ My Profile is up-to-date **Submit**

Please make sure your profile information is correct, then check the box and click submit.




We welcome you to add additional contacts such as emergency contacts (friend, neighbor), work addresses and phones, cell phones, etc.

DNP
Mother:
Title:

DNP
Father:
Title:

Edit **Preview** **Send note to school**

You may select “Save” as you update information. Once you have updated all information select “Done” in the upper right corner of the Edit screen. The My Profile Screen will appear.

Edit My Profile Miss Test T. Bear   

[Back to Enrollment Home](#)

When entering any telephone number, please enter it using the following format. 469-232-1800

DNP
Father: Miss Test T Bear

DNP
Mother: Ms. Georgia G Testing

Save **Done** **Cancel**

Review updated information here and once you are certain all information is correct, check “My Profile is up-to-date” and select “Submit.”

My Profile

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☒ My Profile is up-to-date **Submit**

Please make sure your profile information is correct, then check the box and click submit.

We welcome you to add additional contacts such as emergency contacts (friend, neighbor), work addresses and phones, cell phones, etc.

Step 9:

The *Review Profile* Icon in the bottom ribbon now has a green check mark.


Select “View Contract.”



Please note, you are not able to select “View Contract” **unless** you have updated your Profile and have the green check mark.

If you select the eleven month plan, you will need to submit the **ACH Authorization Agreement**. (Click on link)

Please contact Connie Lovejoy in the Business Office at (469) 232-3577 or clovejoy@ursulinedallas.org with any questions.

Enrollment



| Name | Next Year Grade | Status | Review Profile | View Contract | Deposit Received Date | Online Payment |
|-------------------------|-----------------|----------|---|---|-----------------------|----------------|
| Freshman T Test (Frosh) | 9 | Accepted |  |  | N/A | Pay |

✓ = indicates the item has been submitted or completed

There are three options for tuition payment. Select one of the three available payment plans.

- ☐ I (We) will pay the entire amount
- ☐ I (We) will pay the first payment
- ☐ I (We) will make eleven monthly payments

NOTE: If you choose the eleven-month payment plan, please submit an Authorization Agreement for Automatic Debits using the ACH Form found at www.ursulinedallas.org/achpayments.

Enter Student Signature, Date, Parent/Guardian Signature and Date.

Select “Submit.”

Student
Signature:
Date:


Parent/Guardian
Signature:
Date:



Step 10:

When the contract has been submitted, you will be prompted to pay your deposit online using eCheck. Check the “Enrollment Deposit” box, then select the eCheck button.


Your deposit fee must be paid online via eCheck.

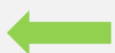


✓ Contract Submitted

☐ Enrollment Deposit -

Total Payment Amount:

eCheck: 



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Step 11:

The *eCheck Information* screen will appear.
Enter your account information.

Select “What’s this?” for more information about ABA Routing Number or Bank Account Number.

When you have completed the required information, select “Proceed to Payment Confirmation”.

| | |
|---------------------------------|---|
| Total Amount: | |
| * Account Holder's First Name: | <input type="text"/> |
| * Account Holder's Last Name: | <input type="text"/> |
| * ABA Routing Number: | <input type="text"/> What's this? |
| * Re-enter ABA Routing Number: | <input type="text"/> |
| * Bank Account Number: | <input type="text"/> What's this? |
| * Re-enter Bank Account Number: | <input type="text"/> |
| * Account Type: | <input type="radio"/> Checking <input type="radio"/> Saving |

[Back to Enrollment Home](#) / [Online Payment](#)

[< Return to Edit Payment Amount](#) [Proceed to Payment Confirmation >](#)



Step 12:

Review and confirm your account information and select “Submit Payment”.

| | |
|---|--|
| Back to Enrollment Home / Online Payment / eCheck Information | |
| Please confirm your information and submit payment. | |
| Payment Amount: Enrollment Deposit - | |
| Total Amount: | |
| Payment Information | |
| Total Payment Amount: | |
| Account Holder's First Name: | |
| Account Holder's Last Name: | |
| ABA Routing Number: | |
| Bank Account Number: | |
| Account Type: Checking | |

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[< Return to Edit Payment](#) [Submit Payment >](#)



This completes your Payment by eCheck.

Welcome to Ursuline Academy of Dallas!