

WISE Academy Student Registration Instructions

Please read all instructions carefully before beginning the registration process.

Note student registration is currently open for families that have been previously enrolled. New family registration will begin July 18, 2022.

1. Go to <https://www.wise.sunwebapp.com>
2. Type your email
3. Click 'Reset Password', and type your email again and click continue
4. The system will generate a password reset email, follow the steps to reset your password and login
5. Students enrolled in WISE Academy previous school year will appear on your 'Dashboard'
6. Click update info to **verify student information**, list any special or medical conditions and click save
7. Next click '**register**' to read and accept the terms and conditions and click register again to finalize
8. Then click on the 'Dashboard' tab at the left-hand side of the screen
9. Complete steps 6 and 7 for each additional student
10. (Optional) Click 'New Registration' tab at the left-hand side of the screen to enroll a new student
11. Once all students have been registered click the '**Fees**' tab on the left-hand side to make payment
12. Click pay by PayPal or Credit/Debit Card and follow subsequent steps

A confirmation email will be sent with student registration and receipt of payment made within one week of enrollment (typically by the Monday following registration).

Note, because seats are limited, registrations will be approved on a first come first serve basis. If your registration is received after a class fills up, you will be notified of that and will have your payment refunded also within one week. However, we will do our absolute best to accommodate as many students/families as possible. If your registration is rejected, we will add you to our waiting list and reach out to you as soon as possible should a seat become available.