Hope Scholarship Program

Microschool Administrator Portal Guide
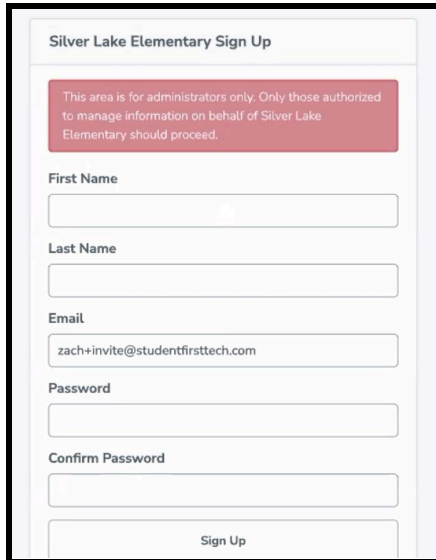
1. Introduction

Welcome to the Hope Scholarship Program Portal for Microschool Administrators. This guide will walk you through the essential steps to set up and manage your account, ensuring a smooth experience for both you and the families you serve.

2. Account Sign Up

- Check your email for an invitation from the Hope Scholarship Program.
- Click the unique link provided in the email.
- **Please DO NOT share or forward this link. It is assigned to claim your account.**
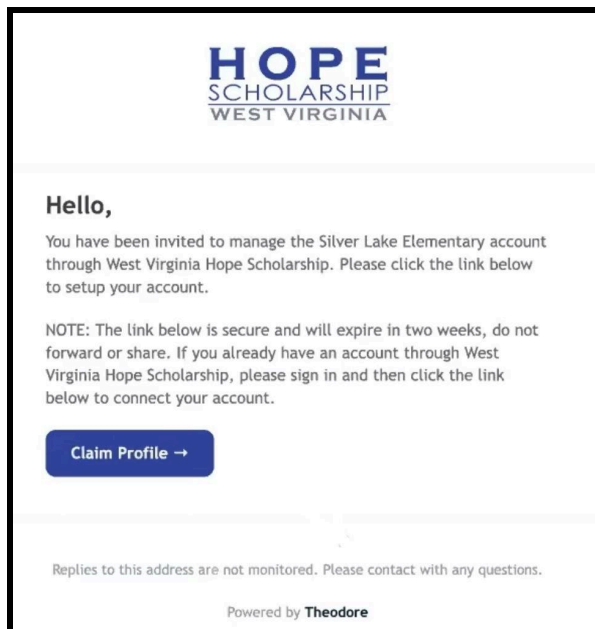
- On the account creation page:
  - Enter your full name
  - Confirm your email address
  - Create a strong password
  - Click the "Sign Up" button
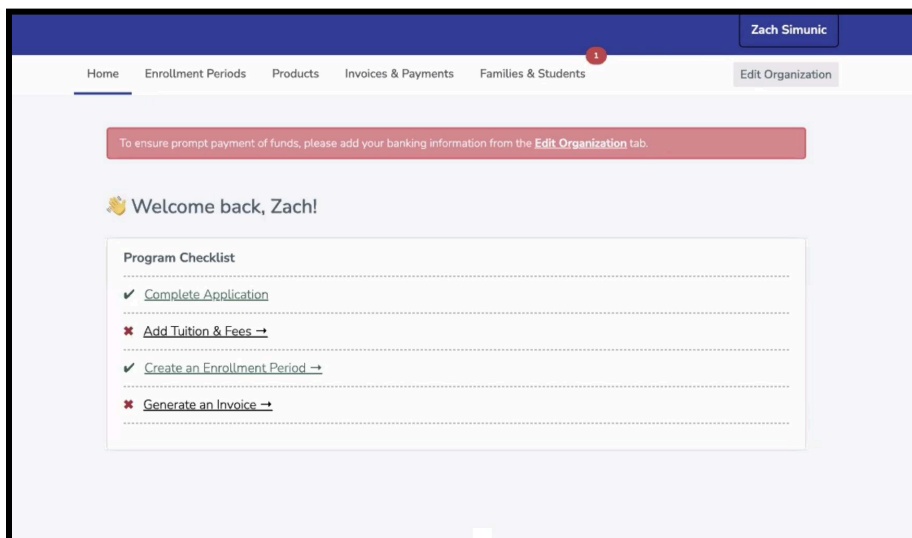
3. Navigating the Dashboard

- Welcome to your Admin Dashboard, your central hub for managing Hope Scholarship information for your microschool.
- Dashboard Locations:
    - Editing Organization Information
    - Setting Tuition and Fees
    - Verifying Enrollment in Families & Students tab
    - Generating Invoices
    - Managing Products (if applicable)
- We'll guide you through each section for a seamless experience.
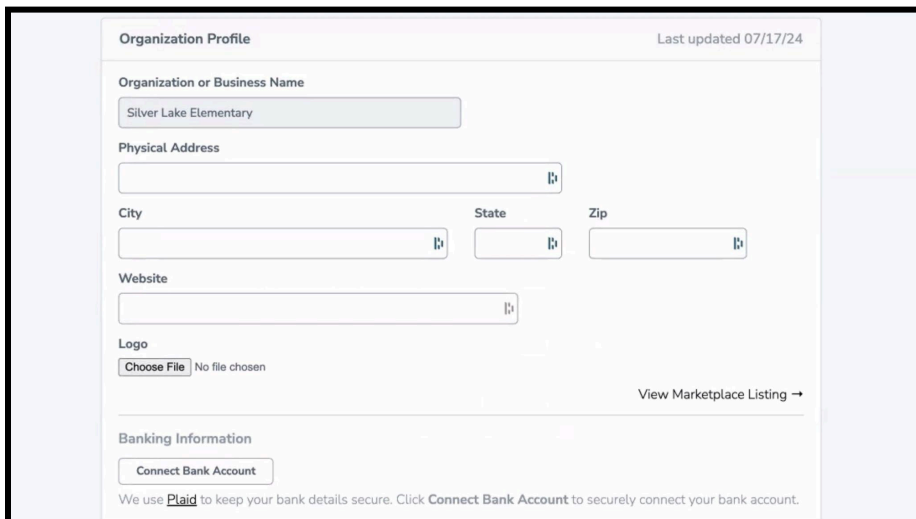
4. Editing Organization Information

- Click on "Edit Organization" in the top right corner of your dashboard.
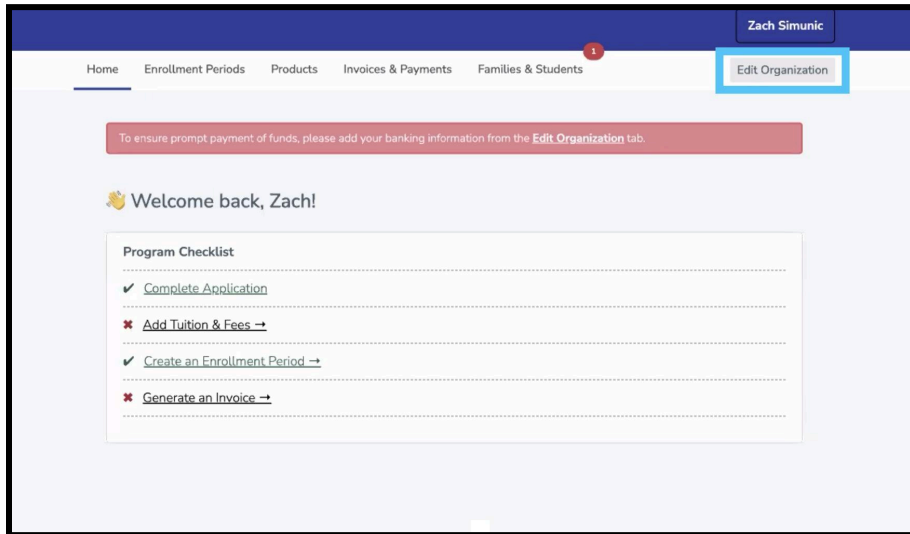
- Update or confirm the following information:
  - Microschool name
  - Physical address
  - Website (if applicable)
  - Logo (highly recommended for easier identification by families)
- Ensure your city is correctly listed, as this helps families distinguish between Microschools with similar names.

5. Connecting Your Bank Account

- While in the "Edit Organization" section, scroll down to find the "Connect Bank Account" button.
- To complete the process of connecting your Bank Account in the Hope Platform, please reference this Support Article: [Hope Scholarship Program | Connecting Your Bank Account](#)
- **Note:** This step is crucial for receiving payments and must be completed before you can submit invoices.

6. Managing Tuition and Fees

- From your Program Checklist, click on "Add Tuition and Fees".
- Please email help@hopescholarshipwv.com if you are unable to connect your banking institution.
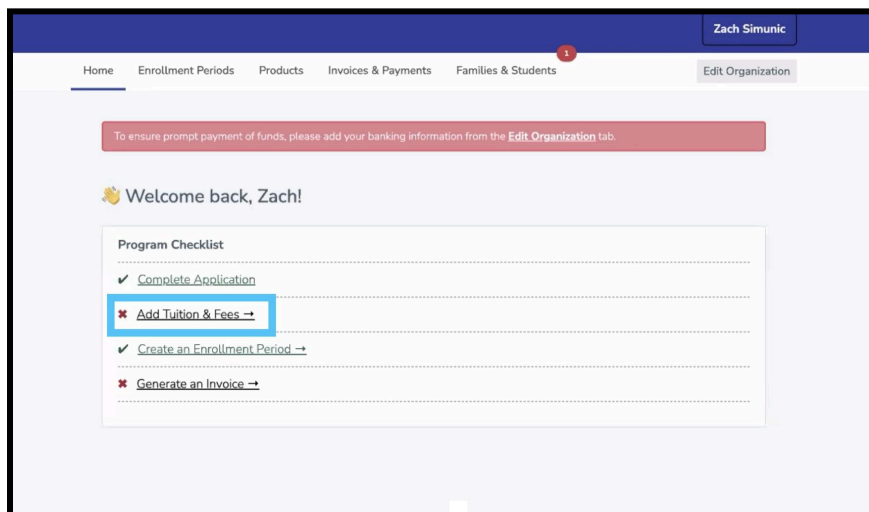
- On the Tuition and Fees page, perform the following user actions
  - Ensure that the Academic Year is set to "2024-25" at the top right of the screen
  - Check the boxes next to each grade level your microschool serves. This indicates which grade levels your microschool accepts for enrollment.
  - Enter the maximum tuition amount for each grade level.
  - Fill in the amounts for any additional fees (e.g., textbooks, technology, uniforms) that apply to your microschool.
  - If a fee doesn't apply, leave it blank or enter zero.

- Carefully review all entered information before submitting, as it can only be edited once per academic year. Click "Save and Continue" when finished.

7. Student Enrollment Verification

- After families select your microschool in the platform, you'll see pending enrollments in your "Families and Students" tab.

- Once there, select a student and click "Verify" next to each student's name.
  - Confirm the student's information is correct.
  - Enter the student's start date (typically the first day of school, or their start date if enrolling mid-year).

- ○ Enter the specific tuition and fee amounts for this student, including any applicable discounts.
- ○ These amounts cannot exceed the maximums set in your tuition and fee schedule.
- ○ Click "Submit" to complete the verification process.
- ● Repeat this process for each requested student enrollment.
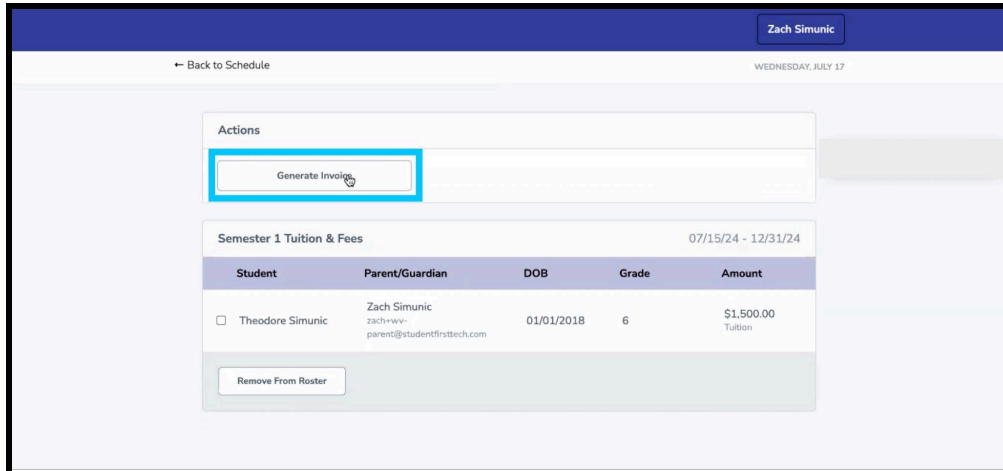
8. Generating Invoices

- Once families have allocated funds to your microschool, go to the "Enrollment Periods" tab.
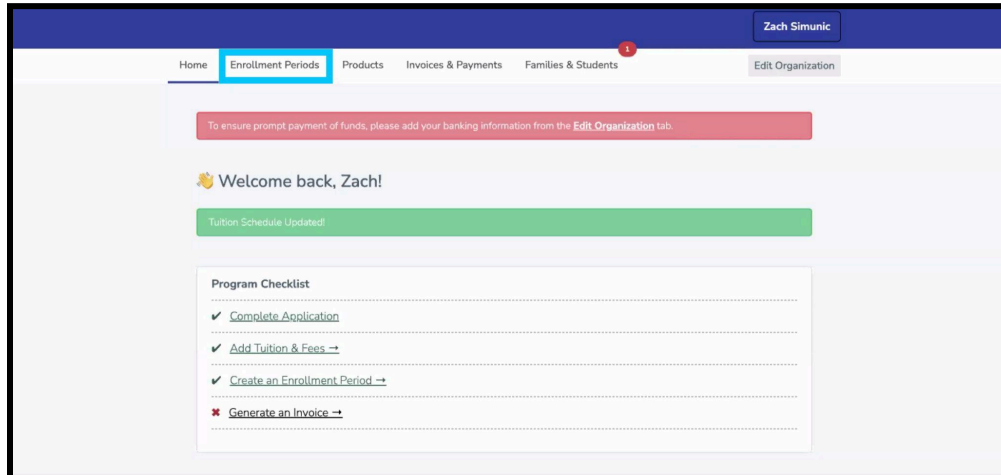
- Once there, click "Manage Roster" to see a list of students and their allocated funds.
  - Review the information for accuracy.
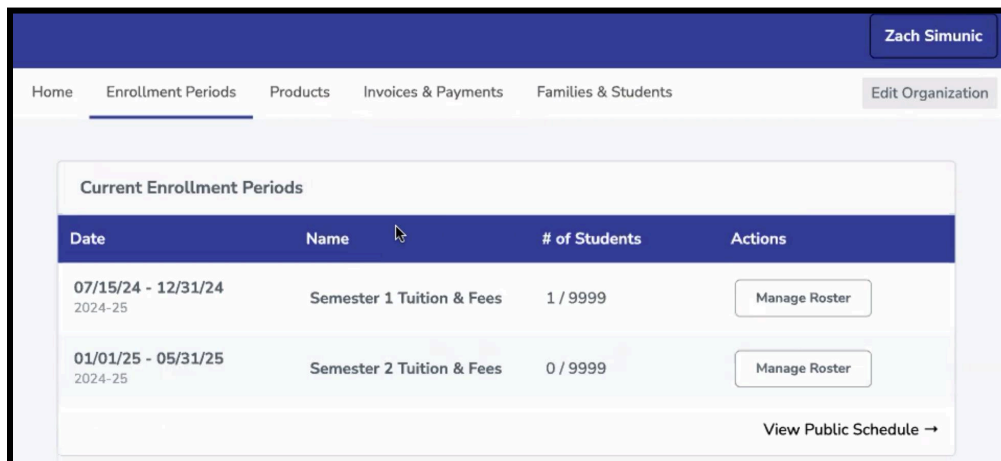
  - Click "Generate Invoice" to create an invoice for all listed students.

- You can submit multiple invoices per semester and as needed throughout the semester.
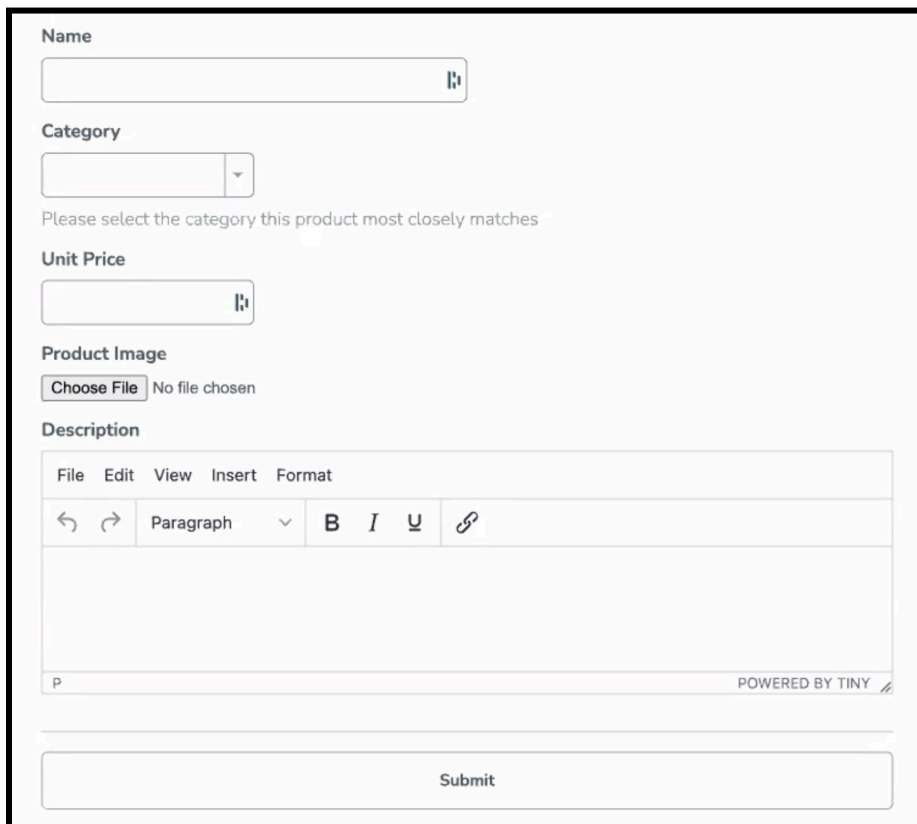

- Once submitted, invoices will be reviewed within 7 days, and payment will be processed within 24 hours of approval.

8. Managing Products (if applicable)

- If you offer additional services (e.g., tutoring, before/after microschool care), you can list these as products.
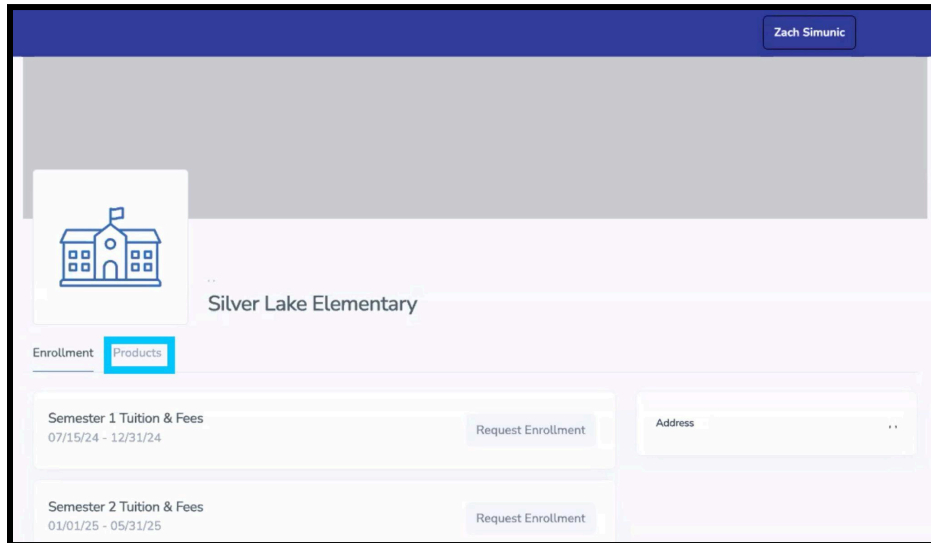- Go to the "Products" tab and click "Add Product".
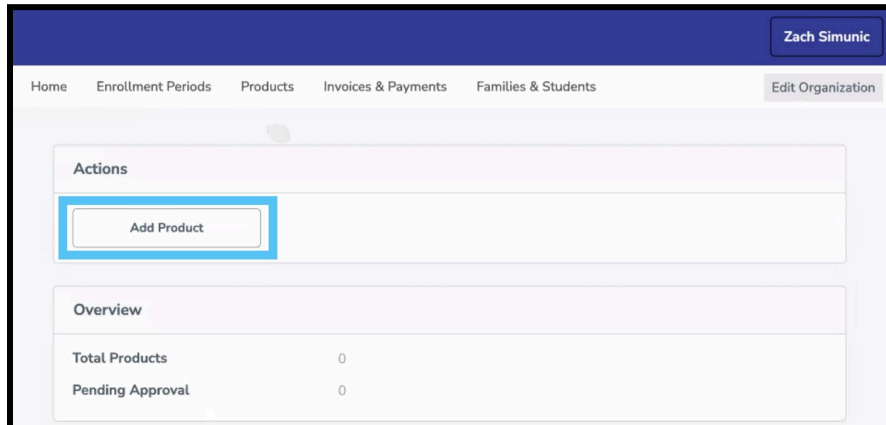
- Enter the product name, select a category, set the price, and provide a detailed description.

- Products must be pre-approved before they appear in the marketplace.
- Approved products will be visible to all Hope Scholarship families, not just those enrolled in your microschool.
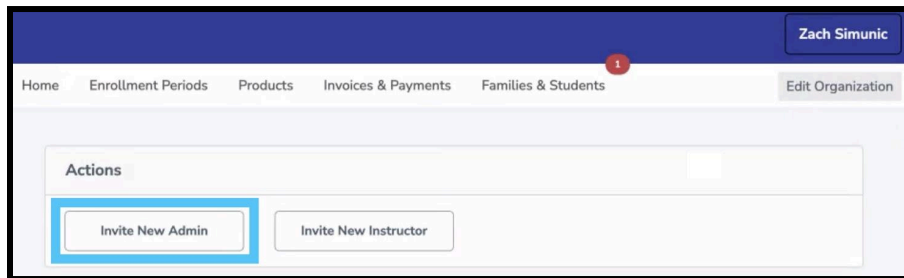


9. Managing Users

- To access the Manage Users feature::
    - Click on your name in the top right corner
    - Select "Manage Users" from the drop down
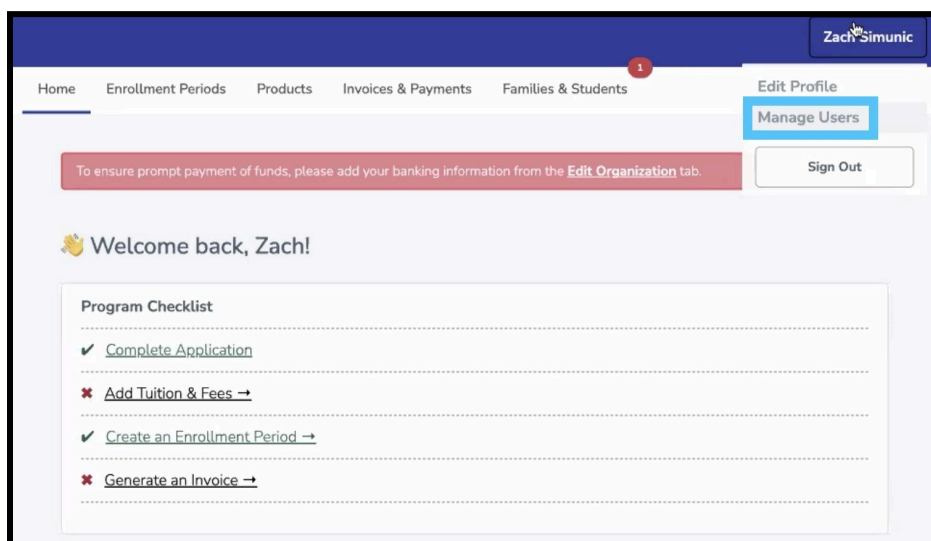
- To add additional administrators for your microschool:
  - On the new page, click "Invite New Admin"

  - When the pop-up appears, enter the new admin's email address and click "Send Invitation"
  - The new admin will receive a personalized invitation to the Hope Platform via email.
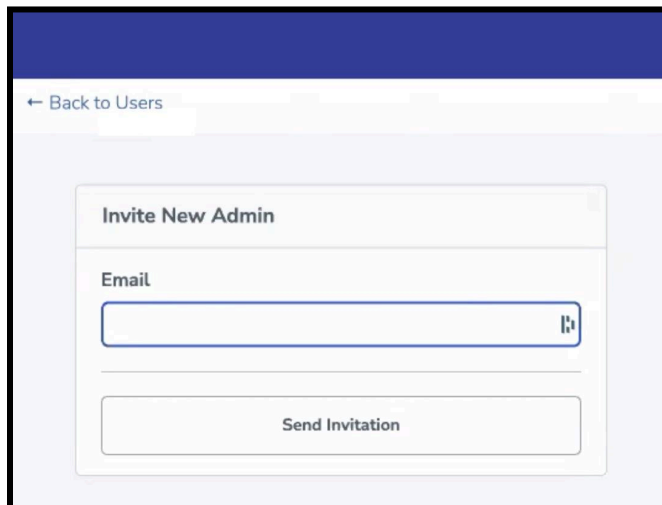
- Each administrator should have their own account for security and tracking purposes.

10. Support and Assistance

If you encounter any issues, the Hope Scholarship Program team is available to assist you. You can reach them by email at help@hopescholarshipwv.com You can also reach the Hope Scholarship Engagement Center by phone at (681)-999-HOPE (4673).

With these steps, you'll be well on your way to managing Hope Scholarship funds for your students. Thank you for your participation in this important program.