RACL Registration System Manual

RACL System Family Account User Manual

1. New System URL

Use this new url to log in https://user.racl.org

2. Existing Student Registration （for families having a RACL account）

If you have a school account previously, you can use your Email as username and password to log in to the system. If you do not know your password, you can click the Forgot your password link to reset your password.

Please use your email to login:

Email:*

Password:*

Login

Forgot your password? Click here.

Don't have an account? Click here.

3. New Student Registration

Click the registration system https://user.racl.org link. Enter the page, and click the "Don't have an account? Click here" link., enter the family information page, complete and submit the family information. You will receive an email. Please check the email and follow the registration steps in the email to start registration.

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4. Reset Account Password

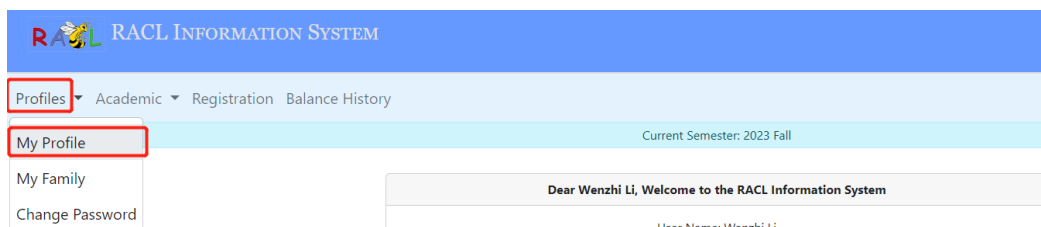After logged in, click the Profiles→Change Password menu to reset the password that is easy to remember by you.
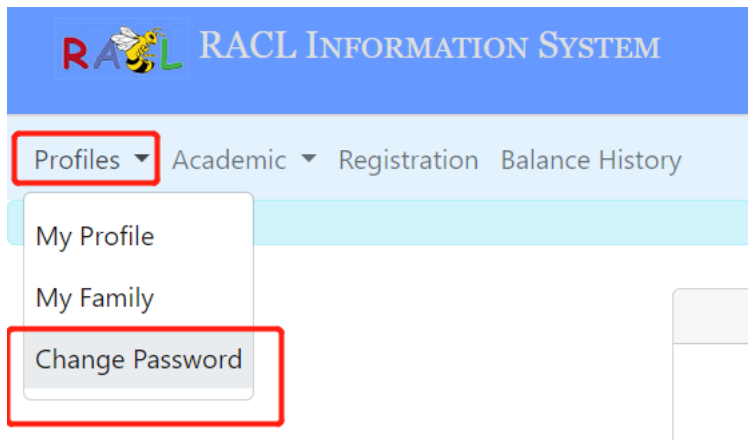
5. Update Personal Information

After logged in, click the Profiles→My Profile menu to view or edit your personal information. Please be sure your personal profile contains correct contact information so you can be reached whenever there is a need.

Before updating the information, you need to click the Edit button, then you can start to edit. After the update is done, be sure to click the Save button.

6. Add or Update Family Member

After logged in, click the Profiles→My Family menu to create a new member of either parent or student，or update the existing family member information.

6a. Click the Edit button to modify the home address or emergency contact information, and then click the Save button to save.

6b. Click the "Create Parent" button to create a login for your spouse.

6c. Click the "Create Student" button to add a new student (Note: a student must be created before he/she can start to register for a class).

6d. Click the "View/Edit" button to update the student or parent information.

7. Register/Withdraw Classes, View Registered Classes and Account Balance

Click the Registration menu to register or remove classes and view account payment and balance etc. information.

7a. Select a student or parent to register for a class and click the Add Courses button to open the popup window of class registration.

7b. Click the Remove link on the right side of a registered class to cancel the registration of that class.

7c. Click the Printable Invoice button to print an invoice.

7d. On the Add Courses popup page, select a language class and/or an activity class to register, and make sure your account information is correct. Then check the "Yes, I verified." checkbox, and click the Save button to save. If you need to register for multiple classes, you can repeat this step.

7e. If you want to be selected as a room parent, please check the "Yes, I want to be a volunteer parent" checkbox.

7f. The account payment and balance etc. information is displayed at the bottom of the Registration page.

7g. PayPal payment is supported with a convenient fee. If you wish to pay by PayPal, click the"PayPal"button and log into your PayPal account to pay. The payment and balance will be automatically reflected in your account after a successful payment. For all other payment types, you will need to wait for the registration team to manually process it for you.

Total Tuition of your Family

				Total Tuition of Family:	$255.00

Charges and Credits

Type	Description	Date Posted	Created By	Amount
tuition	Total tuition of Family			$255.00
			Total Charges and Credits:	$120.00

Payments and Refunds

Type	check#	Description	Date Posted	Received By	Amount
paypal payment	50	Paypal Txn: 0TK670387F6512306, email gmail.com User email gmail.com PayPal Amount:	7/13/23, 9:27 PM		50.00
paypal payment	10	Paypal Txn: 88G8408146943224Y, email gmail.com User ema il.com PayPal Amount:	7/13/23, 9:49 PM		10.00
paypal payment	30	Paypal Txn: 267185354Y964051L, email gmail.com User ema mail.com PayPal Amount:	7/13/23, 10:05 PM		30.00
paypal payment	10	Paypal Txn: 3FM47369BC099123T, email mail.com User ema gmail.com PayPal Amount:	7/13/23, 10:39 PM		10.00
paypal payment	10	Paypal Txn: 51H49970AE600572W, email gmail.com User email gmail.com PayPal Amount:	7/13/23, 11:36 PM		10.00
				Total Payments and Refunds:	$110.00

Family Account Balance

	Family Account Balance: $10.00

	PayPal Balance: $10.00

PayPal

8. View Registration，Balance etc. Historical Information

Click the Balance History menu to view historically registered classes, charges and credits, payments and refunds, and balance etc. information in previous semesters by selecting a term.

RACL INFORMATION SYSTEM

Profiles ▾   Academic ▾   Registration   Balance History

Current Semester: 2023 Fall

Term:

2023-Spring ⌄

2023-Fall
2023-Summer
2023-Spring
2022-Fall
2022-Spring
2021-Fall

Printable Invoice

Mobile Phone	Email

9. View All Registered Classes and Grades in Current and Previous Semesters Click the Academic→Current Classes menu and select a student to view all registered classes in the current semester.

Click the Academic→Class History menu and select a student to view all registered classes and grades in all previous semesters.

	RACL INFORMATION SYSTEM								
Profiles	Academic ▾	Registration	Balance History						
	Current Classes			Current Semester: 2023 Fall					
	Class History	**Classes in Current Semester**							
		◯							
	Semester	**Class**	**Description**	**Category**	**Teacher**		**Mid**	**Final**	**Grade**
	2023 Fall	L4A	RACL Language Class 4A	language	Guo Weiwen 郭蔚雯		0	0	0

10. Payment Methods：

a. A Paypal payment can be used inside the system via the Family Account -> Registration menu，and click the PayPal Button at the bottom of the page.

b. Zelle pay to accounting@racl.org，write down the student's name and class or course name in English.

c. Pay cash or check (payable to RACL) to a registration staff when in school.

d. A check (payable to RACL) can be mailed to this address: PO Box 50375 Raleigh, NC 27650. Write down the student's name and class or course name on the check.

11. Questions and Contact

If you have any questions related to registration, please send an email message to registration@racl.org.