



NEW FAMILY ENROLLMENT CONTRACT INSTRUCTIONS

Congratulations on your child's acceptance to The Cambridge School of Weston. Here are the instructions to review and sign the enrollment contract and to create a payment plan for the tuition.

- 1.) Log into MyCSW, our school's intranet portal at <https://csw.myschoolapp.com>
- 2.) Your username is the email address that you provided in your Ravenna application. All parent(s)/guardian(s) who provided a distinct email address during the application process have been given access to MyCSW. Please contact the Admissions Office if you need access for additional parent(s)/guardian(s).

PART 1: LOG IN WITH YOUR EMAIL

- On the MyCSW sign-in page, enter your **email address** and then click **Next**.
- You will receive a message that your account is being converted to a Blackbaud ID (BBID). Click **Continue**.
- You will be redirected to the BBID sign-in screen. At the bottom of the sign-in screen, click **Sign up**.

Sign up

or



Sign up with Google

The Cambridge School of Weston

Username or Email

Next

Remember me

[Forgot login or First time logging in?](#)

The Cambridge School of Weston

Your username is being converted to use Blackbaud ID with your email address:

Click Continue to sign in or to create a new Blackbaud Account.

Continue

PART 2: CREATE YOUR BBID

NOTE: On the Sign-Up page, **do not edit or change your email address**. If you prefer to use a different email address, please email support@csw.org or loslowski@csw.org.

Option 1: Create an Account

Complete the form by entering a password and your first and last names, then select **Sign up**. Check your email to confirm your account within 24 hours.

Option 2: Sign up with Google

Select the **Sign up with Google button**. You will sign in using credentials managed in Google

The screenshot shows a 'Sign up' form with the following fields and elements:

- Option 1:** A large green bracket on the left side of the form, spanning from the 'Email address' field down to the 'Sign up' button.
- Form fields:** 'Email address' (with 'medipietro@example.com' entered), 'Password', 'Confirm password', 'First name', and 'Last name'.
- Instructions:** 'Must contain at least 12 characters and 3 of the following: - Capital letter, - Lowercase letter, - Number, - Special character (!, #, %, etc.)'
- Buttons:** A blue 'Sign up' button and a 'Sign up with Google' button.
- Option 2:** A purple bracket on the right side of the form, pointing to the 'Sign up with Google' button.
- Text:** 'By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.'

EVERY DAY SIGN IN

1. Navigate to MyCSW.
2. Enter your **email address** and then click **Next**.
3. Sign in to your BBID:

Option 1: BBID Account

If you created a Blackbaud ID account, sign in with your **email address** and the **password**.

The screenshot shows a sign-in form with the following elements:

- Fields:** 'Email address' and 'Password'.
- Links:** 'Forgot password?' and a checkbox for 'Remember my email'.
- Button:** A blue 'Sign in' button.

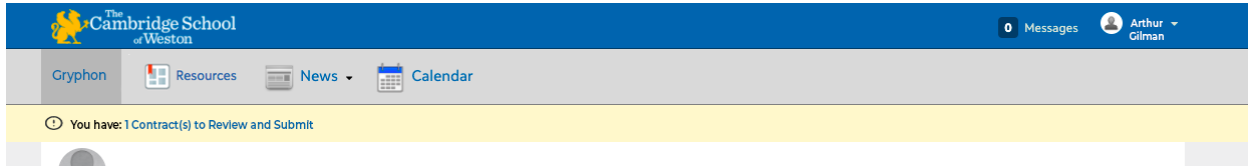
Option 2: Sign in with Google

If you selected to sign up using your Google account, select the **Sign in with Google** button to authenticate with your Gmail account.

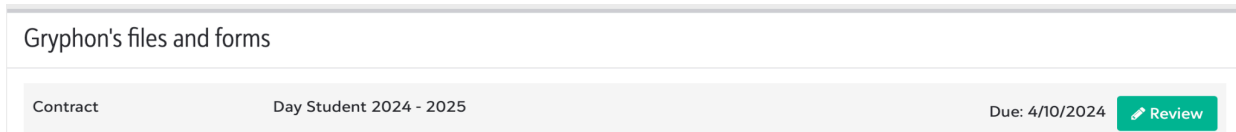
The screenshot shows a button with the Google logo and the text 'Sign in with Google'.

Once Logged in:

1.) You will see a link to accept the contract. Click on the “Contract(s) to Review” link.



2.) The contract, due by April 10, is under the Files & Forms section. Click on “Review”



3.) The deposit will need to be paid in the contract in order to complete. For **international families** who would prefer to pay their deposit and/or tuition by wire transfer, choose the “In School Payment” option in the dropdown menu and [complete our wire transfer request form](#).

4.) Please read through the contract, click **Review** and then **Accept**. *Please note:* a processing fee applies to all credit card payments. If you have any questions about this process, please contact contracts@csw.org. Both parents/guardians, when applicable, need to sign the enrollment contract. Once both have signed, it will be available to review and print.

PART 3: CREATE TUITION MANAGEMENT ACCOUNT

Families will need to create a [FACTS Management](#) account. This is our tuition payment system for increased convenience, flexibility, and security. All families will be required to enroll using one of the following FACTS payment plan options:

- A. **Monthly Payment Plan** — Ten equal payments from May 2024 through February 2025. Tuition Protection Policy is required with this plan. There is a \$55 per year fee for this plan. Automatic deductions are required for this plan.
- B. **Semi-Annual Plan** — 60% of tuition paid on or before July 10, 2024, and 40% of tuition paid on or before October 10, 2024. Tuition Protection Policy is required with this plan. There is a \$25 per year fee for this plan.
- C. **Payment in Full** — Tuition paid in full on or before July 10, 2024. Tuition Protection Policy is optional yet encouraged. There is a \$25 per year fee for this plan.

If you have any questions, you can contact CSW’s Business Office at 781-642-8670 or [visit the FACTS Help & Support page](#).