

# Halsey Schools Registration & Parent Portal Instructions



1. Complete [Online Online Registration here](#) or visit [HalseySchools.com/Enroll](https://HalseySchools.com/Enroll) and click on Brightwheel Online Registration.
2. After signing up in Brightwheel, you will receive two (2) different emails from Brightwheel regarding sign up and autopay. Please follow the instructions to get your account all set up.
3. For billing please choose "Bank account," not "Card." We get charged a lot of money to process credit cards and we'd like to see that money go to the teachers and the classrooms instead of the banks.
4. Brightwheel will provide you with a 4 digit code which you will use to sign your child in and out at drop off and pickup. The 4 digit code can be found under "edit profile" in the Brightwheel App.
5. Please enable your phone notifications for the Brightwheel app to receive daily notifications and updates from the teachers.

**Emails will look something like this:**



Hi Happy Parent,

Halsey Schools has invited you to set up autopay. With autopay, you will never miss a payment. On the day an invoice is due, we'll automatically make a payment for you using your preferred payment method.

[Set up autopay now](#)

Busy families love autopay because they don't have to remember to pay their invoices every time. Autopay also helps your school by saving them time — time they can now spend with the children.

Enroll today from the Payment Settings page in brightwheel. Simply turn autopay on for your child and select your preferred payment method.

Questions? Visit our help center [here](#), or reach out to our team at [support@mybrightwheel.com](mailto:support@mybrightwheel.com)  
Thanks!

Team brightwheel  
[www.mybrightwheel.com](https://www.mybrightwheel.com)