



Welcome to Allegra School of Music and Arts!

Here at Allegra, we handle all scheduling and billing through Opus1.io! This platform is a powerful tool that allows our families a ton of flexibility to take their lessons experience into their own hands, including but not limited to:

1. The ability to **update your absences directly** to our schedule.
2. The ability to **self-schedule your make-up lessons**.
 - a. Limit of **10 per year**
 - b. **3 months** to schedule any client-canceled makeups
 - c. **6 months** to schedule any instructor-canceled makeups
3. The ability to update your own payment information, including avoiding our **3% credit and debit card surcharges** by providing bank account information for direct ACH withdrawal.
 - a. Billing occurs on/around the 22nd of every month for the following month's lessons.
 - b. Payments may be subject to an automatic \$25 penalty applied to your account. Please make sure your payment info is kept up to date to avoid any extraneous charges.
4. You have the ability to **receive notes on your lessons from your instructor** via your account. These notes will be visible both on your Portal Dashboard, as well as in your email inbox.

Please follow the instructions below to get started on Opus1.io

LOGGING INTO OPUS1:

Step 1



STEP 2

Option A

Enter your email address and click on **Get A Login Link by Email**, and this will send a login link to your registered email that is valid for 48 hours.



Please enter your email and password to login

Your email

Your password

 LOGIN



Sign in as Ron
ron@opus1.io



or if you forgot your password

 GET A LOGIN LINK BY EMAIL

[Don't have an account? Sign up here](#)

Option B

Click on **Login with Google** if you have previously used a Gmail email address.

Note that it will say **"Sign In as xxx"** if you're already logged in to Google.



Please enter your email and password to login

Your email

Your password

 LOGIN



Sign in as Ron
ron@opus1.io



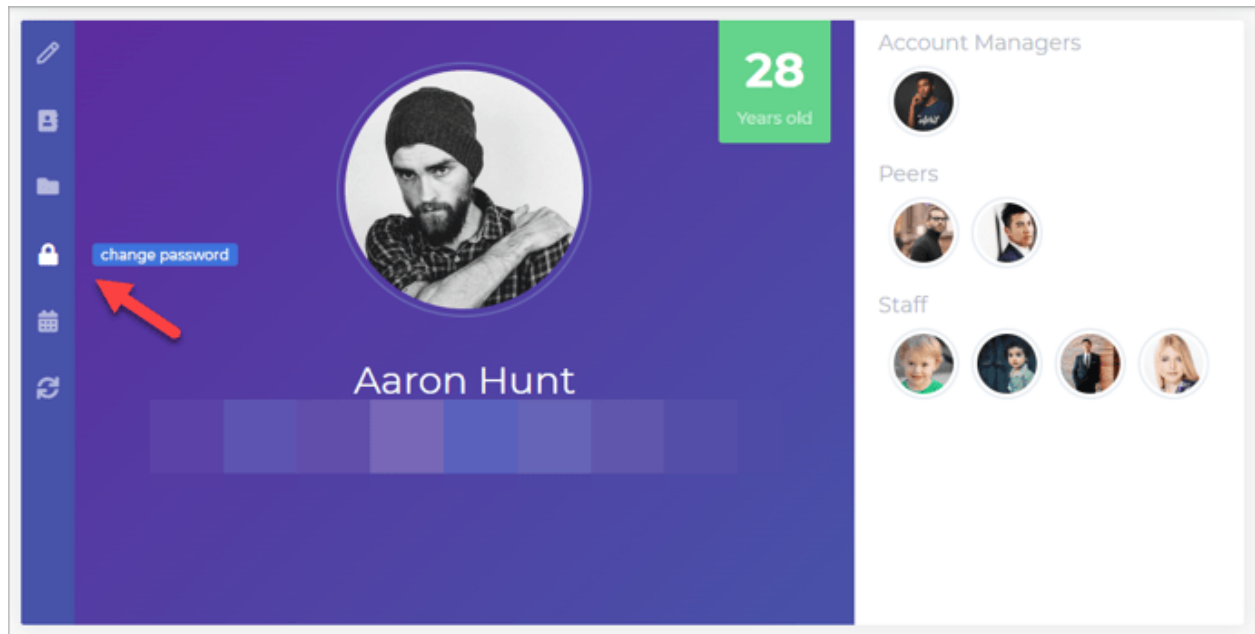
or if you forgot your password

 GET A LOGIN LINK BY EMAIL

[Don't have an account? Sign up here](#)

Step 3

Once you have successfully logged in, click on **Change Password** and follow the prompts.

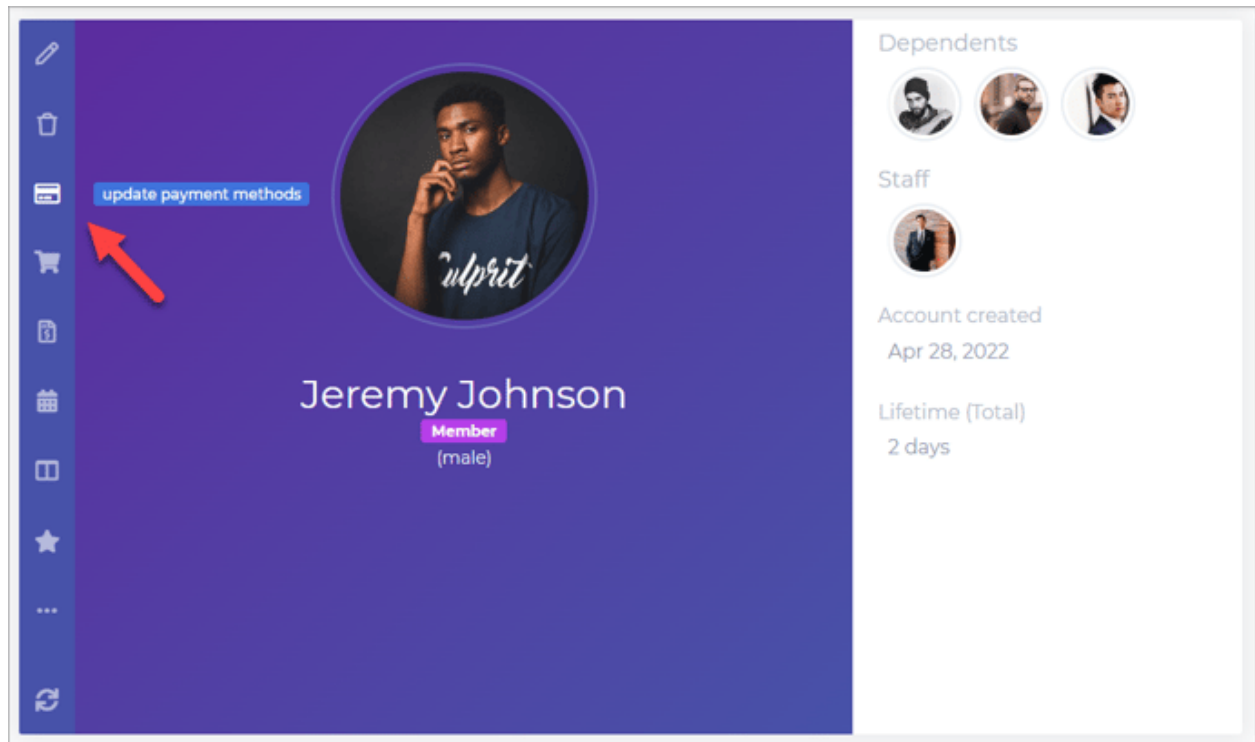


Please note that your new password must contain at least 8 characters, including at least one uppercase and one lowercase letter, and a number.

Step 4

For parents/account managers, to add/update your payment information, click **Update Payment Methods**.

Note: There is a 3% surcharge on all Credit and Debit payments. If you would like to avoid this surcharge, please **update your profile and add a bank account for Direct ACH withdrawal**.



CANCELING LESSONS (24 Hours Notice Required):

1. Log in to your Opus1 Account
2. Scroll to the date you are looking to cancel in your upcoming lessons schedule
3. Click the blue "Cancel" button
4. Click the red confirmation button

SCHEDULING MAKEUPS:

1. Log in to your Opus1 Account
2. Scroll down to the section labeled "CREDITS"
3. Choose your makeup credit and click the blue "Use" button
4. Choose your preferred instructor
5. Pick your preferred date and time and go through the rest of the confirmation prompts from there.