



Your Goals Come First.

**HELP LINE: 504-584-5967 or  
1-877-426-2376**

## **TUITION LOAN SET-UP INSTRUCTIONS**

### **WHAT YOU WILL NEED:**

Email Address  
Driver's License or State I.D.  
Social Security Number  
Bank Routing and Account Number for Automatic Bank Drafts on Tuition Loan

**Step 1.** For all renewing parents and new parents, please go to <https://tuitionportal.fbtonline.com>. This is where you will log into your existing account or register for a new account on the FBT tuition website.

**Step 2. Dashboard – NEW PARENTS** - Go to **Find School** to choose your school. Once your school shows under **Register for School**, click on **Enroll Student**. This is where you will enter your child's information, first and last name and birth date. **The ID is optional**. Please add all students before you go to **New Enrollment for this Student**. Once all students are added you will see them listed with **New Enrollment for this Student**.

**RENEWING PARENTS** – On your dashboard you will see the school listed with a button to **Enroll Student**. When you click on this button, your student's or students' names should be listed. To enroll for this upcoming year, click on **New Enrollment for this Student**.

**Step 3.** You will then be brought to the screen to choose your school and then the next screen for your child's grade. Please then click on **Register for School**. Choose the options that are associated with each child to complete the cart, if necessary. A cart will appear next with tuition and fee information. BEFORE, clicking on the **Save and Continue to Payment** button, if you have another child, click on **Enroll Another Student at this School**. Once you have enrolled all of your students, click save and continue to payment.

**Step 4.** You are now looking at your order with different options for payment. Here you will decide how you will pay fees/tuition. Please pay attention to amounts input for the Bank Draft, debit or credit card payments if you are not paying full tuition. If you choose to pay with a loan, complete the loan application. Once completed, your order details will display.

**First Bank & Trust Customer Service Representatives are available to assist you by phone with the online loan process by calling (504) 584-5967 or 1-877-426-2376, Monday –Friday from 8:00am – 5:00pm.**



### **Education Division**

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