**You can access your account with us at any time! Update your information & register your students, make payments, view your balances and statements, review our policies, and much more.**

**CUSTOMER PORTAL FIRST TIME LOGIN INSTRUCTIONS**

**In order to use the Customer Portal, you must have a valid email on file with us, and your email program must accept mail from cannondance@dtccom.net and cannondance1@gmail.com**

Instructions for accessing the Customer Portal for the **first** time:

 Navigate to [www.cannonartsdance.com](http://www.cannonartsdance.com), then to **TUITION/REGISTRATION tab**, then scroll down to **PREVIOUS STUDENTS REGISTER ONLINE** [**HERE**](https://app.jackrabbitclass.com/portal/ppLogin.asp?id=516429), clicking on HERE will take you to the portal login.

 You will be at a window with our studio logo to the left and a boxed login area to the right. You will then need to click **Forgot your password or need to get started?** in order to set up a password. A password will be randomly created and sent to you immediately by email.

 Retrieve your temporary password from your email, then return to the login screen and log in to your secure personal account page.

 Change your password to something you will remember under the My Account tab. Be sure to click on the SAVE button whenever you’ve made changes.

 Click on a tabbed area (News, My Account, Fees & Payments, My Contacts, My Students, My Classes, Registration, Policies) to view detailed information or choose from the drop down list next to “ I want to:”

 Be sure to log off after you’ve completed your session by clicking on the Sign Out link in the upper left corner of the main page.

***IMPORTANT NOTES & TROUBLESHOOTING: If you click on the “I don’t have or know my password” link and do not receive an automatically generated password in your email inbox, it is likely that the email address you’ve provided is not the one we have on file. Please contact us, so we can correct the email account associated with your account.***

You may access your secure account via the Customer Portal link in our website at any time. Check the NEWS tab regularly for important news and upcoming events.