



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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