Web Registration System
How to Guide

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- Unpaid Receipt
- Financial Aid Awarded Receipt
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Login

Please visit the following URL:

https://gelfand-webapps.andrew.cmu.edu/
Contact Us

At the bottom of every page is a “Contact Us” link which will open a new window on the https://www.cmu.edu/gelfand/contact-us.html page. Below that are the email address, mailing address and phone numbers for Gelfand Outreach staff.

At the top of each page, if the “Carnegie Mellon University” text is clicked, a new window will open to: https://www.cmu.edu/gelfand/.

Incorrect Password

If an incorrect password is typed in, and the “Login” button is selected, the following error will appear:
Forgot Password

When you click on “Forgot Password” it will lead you to a page where you can retrieve your password. Please enter your email address that you've used to register your student in the past, and the system will send you a password from the GelfandCenter@andrew.cmu.edu address.
The message that the user will then receive looks like the following:

**Automated Password Reset**

GelfandCenter <GelfandCenter@andrew.cmu.edu>  
To: CMU Gelfand Center

Mon 12/13/21

Dear May Parker,

A password reset has been requested for the Gelfand Center Web Registration Portal User Profile associated with the email address “GelfandCenter@andrew.cmu.edu”. The password for this account has been set as follows:

qwPmtcHdq

If you did not initiate this password reset or if you have any problems accessing your account, please contact a member of the Gelfand Center Team.

Sincerely,

The Gelfand Center

Carnegie Mellon University
Leonard Gelfand Center for Service Learning and Outreach
5000 Forbes Ave, Cyert Hall A44A, Pittsburgh, PA 15213
Office: 412-268-1863 or 412-268-6544 // cmu.edu/gelfand

After requesting to have their password reset, the next time that a user logs in they will be prompted to change their password.

**Carnegie Mellon University**

Gelfand Center
Web Registration Portal User Profile Password Change

Enter the new password of your choice in the space provided below. Then, click Change to update the password associated with your Gelfand Outreach Web Registration Portal User Profile. Click Cancel to exit and leave the password unchanged.

Enter Password: [ ]  
Confirm Password: [ ]

[ ] Cancel  [  ] Change

Passwords must be 8 or more characters and contain at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character
Once your password has been successfully changed, the system will proceed to the Welcome Page.

Users will also receive a system generated email notifying them that their password has been successfully changed:

```
Gelfand Outreach Password Update Confirmation

Dear May Parker,

A Password change has been successfully performed for your Gelfand Outreach User Profile. The email address associated with this user profile is “GelfandCenter@andrew.cmu.edu”.

If you did not initiate this Password change or if you have any problems accessing your account using the new password, please contact the Gelfand Outreach Team.

Sincerely,

The Gelfand Center

Carnegie Mellon University
Leonard Gelfand Center for Service Learning and Outreach
5000 Forbes Ave, Cyert Hall A64A, Pittsburgh, PA 15213
Office: 412-268-1863 or 412-268-6544 // cmu.edu/gelfand
```

PLEASE NOTE: The Gelfand Center Team does NOT have access to passwords. If you forget your password, you must follow the prompts to change it.
Create New Profile

When you select to “Create New Profile”, it will take you to a page where you can enter an email address and create a password. Please enter your email address, a password that is 8 or more characters and contains at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

Then, click “Create”.

![Create New Profile Page](image-url)
Below is the password error that users may encounter when first creating a profile.

![Password Error]

If the system finds an existing account in the system, it will display the following message:

![Profile Creation Error]

If a new profile is created, users will be taken to the “Edit Parent/Guardian Profile” page where they must enter and save their information before proceeding.

If users should log out before saving their information, during the next login they will be taken back to the “Edit Parent/Guardian Profile” page.
Welcome Screen

The system includes an automatic log-out feature for the protection of your family’s information.

**PLEASE NOTE:** Clicking the back button, refresh button or F5 will log you out of the system. This **CANNOT** be changed. It is for security purposes and is how FileMaker is designed.

First Login / First Login of the Semester Details

If your student(s) have taken Gelfand Outreach classes in the past, you will already have an account with us.

If your student(s) have never taken Gelfand Outreach classes with us, you will need to complete a new parent/guardian profile and student profile(s).

When logging in for the first time OR at the beginning of any semester (spring, summer, fall), you will be prompted to confirm or update your profile information. You will be asked to confirm (and update if necessary) your information once per semester. This is for legal purposes.
Please verify that your name, phone number, and address are current and correct.

Once your profile information is correct, you will be prompted to update and confirm any student profile information.
Please verify your student(s) name, date of birth, current grade, t-shirt size, address, medical and allergy information, authorized pick-ups and emergency contacts.

```
<table>
<thead>
<tr>
<th>Student information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>8/27/2013</td>
</tr>
<tr>
<td>Grade Level</td>
<td>2</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>20 Ingram Street</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Pittsburgh</td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>15213</td>
</tr>
</tbody>
</table>
```

Contact Us:
GelfandCenter@andrew.cmu.edu
5500 Forbes Avenue, C3N 14B A64, Pittsburgh, PA 15213
(412) 268-1803 or (412) 268-0554
© 2020 Carnegie Mellon University
### Medical Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Doctor Name</td>
<td>Phi</td>
</tr>
<tr>
<td>Family Doctor Phone #</td>
<td>911</td>
</tr>
<tr>
<td>Health/Medical Issues</td>
<td>Student has ability to climb walls.</td>
</tr>
<tr>
<td>Medications</td>
<td></td>
</tr>
</tbody>
</table>

### Insurance Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Carrier</td>
<td>Farmers</td>
</tr>
<tr>
<td>Insurance Policy #</td>
<td>1224</td>
</tr>
</tbody>
</table>

### Allergy Information

<table>
<thead>
<tr>
<th>Known Allergies</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree Nuts</td>
<td>☑️</td>
</tr>
<tr>
<td>Peanuts</td>
<td>☑️</td>
</tr>
<tr>
<td>Dust</td>
<td>☑️</td>
</tr>
<tr>
<td>Cats</td>
<td>☑️</td>
</tr>
</tbody>
</table>

---

**Contact Us**

gelfandcenter@andrew.cmu.edu
5000 Forbes Avenue, Cyst Hall A64, Pittsburgh, PA, 15213
(412) 268-1823 or (412) 268-8544

© 2020 Carnegie Mellon University
Once all fields have been updated, you will then be taken to the main welcome page. From here, please navigate to either view your parent or student profiles, or check out our class offerings!
Parent/Guardian

You may view the parent/guardian profile information and edit this information.

PLEASE NOTE: that the email address is NOT modifiable as it is the username.
View – Parent/Guardian Profile
Edit – Parent/Guardian Profile

While viewing the Parent/Guardian profile, click the “Edit Profile” button to edit the Parent/Guardian profile information. After editing a field, select “Save Changes”.
Students

By going to “Students” you may view all of the students in your family, edit their profiles, and add or delete student profiles.

If there is more than one student in a family, the list of active students will be shown. As students age out of the program (after 12th grade), they will no longer be shown as active. Families can also request for students to be moved to an inactive status.

Please see Pg. 34 for more details on inactive student accounts.
### Student List

**Carnegie Mellon University**

**Gelfand Center**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Date of Birth</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gwen Parker</td>
<td>9/27/2009</td>
<td>6</td>
</tr>
<tr>
<td>Peter Parker</td>
<td>8/27/2013</td>
<td>2</td>
</tr>
</tbody>
</table>
View - Student Profile

When viewing a student profile, no fields will be modifiable.
Edit - Student Profile

To make changes, please select to “Edit Student Profile”, edit a field, then select “Save Changes”.

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Authorized Pick Up</th>
<th>Emergency Contact</th>
<th>Medical/Allergy Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student First Name</td>
<td>Parker</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Last Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>8/27/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnic Group</td>
<td>Caucasian-American/White</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td>20 Ingram Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Pittsburgh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>PA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>15211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-Shirt Size</td>
<td>YL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

T-Shirt size is only required for summer programs.
# Authorized Pick-Up

## Gelfand Center

### Students > Edit Student Profile > Peter Parker

Please provide all requested information.

<table>
<thead>
<tr>
<th>Relationship to Student</th>
<th>First Name</th>
<th>Last Name</th>
<th>Home Phone</th>
<th>Cell Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aunt</td>
<td>May</td>
<td>Parker</td>
<td>(412) 555-1212</td>
<td>(412) 555-1234</td>
<td></td>
</tr>
<tr>
<td>Uncle</td>
<td>Ben</td>
<td>Parker</td>
<td></td>
<td>(412) 555-9876</td>
<td></td>
</tr>
</tbody>
</table>

* Please Note: Inactive Authorized Pickups are gray and italicized. Inactive Authorized Pickups are UNABLE to pickup students.

[Buttons: Cancel Edits, Save Changes]

---

*Gelfand Outreach*

*Leonard Gelfand Center*
Add an Authorized Pick-Up

If the system finds a similar match, you will be prompted to either create a new authorized pick-up or to choose the existing authorized pickup.
Remove an Authorized Pick-Up

Remove
Emergency Contact

Relationship to Student: Guardian
First Name: May
Last Name: Parker
Home Phone: (412) 967-3009
Cell Phone: (412) 950-1204
Email Address: GelfandCenter@andrew.cmu.edu
Medical/Allergy Info

Clicking on the “Medical/Allergy Info” tab will show your student's current medical and allergy info. Current insurance and family doctor information is required per university policy.
Add a Student Profile

Users are able to add students by selecting to “Add/Delete Student Profile”. They may do so by going to Students > Add/Delete a Student OR by going to the Student List view page and selecting the “Add/Delete” option.

Add in demographic info for a new student, followed by relationship to authorized pickup, add additional authorized pickups, relationship to emergency contact, add additional emergency contacts, and indicate any medical or allergy information.
If an authorized pickup, emergency contact relationship to student, are not indicated, the system will not allow you to proceed.

"Pick Up Relationship to Student" Required

The first authorized pick up's Relationship to Student is a required value when adding a new Student Profile. Please provide the missing information and try again.

"Contact Relationship to Student" Required

The first emergency contact's Relationship to Student is a required value when adding a new Student Profile. Please provide the missing information and try again.
If a new student profile is being created when summer registration is available, they will also be prompted to enter their insurance information and family doctor details.

Confirm the addition of a new student.
The system will process one final duplicate student check and then if no duplicates exist, users will be shown the view profile screen for the newly added student:
If the system finds a potential match or duplicate entry, the following screen will appear, prompting the user to make a choice to either add or cancel with the following text:

“A possible match to an existing Student was found when adding the new Student Profile for STUDENT NAME. If the Student Profile already exists for the student you wish to add but the profile is “inactive”, please contact a member of the Gelfand Center team to reactivate the profile.”

They will be unable to proceed with the entry of the potential duplicate student and must contact the Gelfand Center to have a previous student reactivated or the new student profile created before they may continue.
Delete a Student

When a student has been deleted, they will move to an inactive status and will not be visible on the web side to users. They will never permanently disappear. This is because per PA Child Abuse law, we must keep secured child records on file for 50 years.

If a student is “deleted” the user will need to contact a member of the Gelfand Center to reactivate them. This is a safeguard to prevent making students active/inactive regularly. Inactive students are NOT able to be registered for classes.

Once a student has been deleted, they will no longer be shown in a family “Active” student list.
Attempted Reactivation of Inactive Student

*Please note that this isn’t expected to happen regularly.*

Should a user try to add an inactive student the search will check against, first name, last name and DOB. If this student is found in the system already, they will receive the following notification:

Only a member of the Gelfand Center may reactivate inactive students.
Classes

By clicking on “Classes” you may view any and all available classes, descriptions, and instructor info for any classes that have not yet passed.

If a user attempts to add a class to the schedule, and there are no active student profiles associated with the user, the following message will be shown.
# Gelfand Center

## Classes

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Grade Level</th>
<th>Scheduled Date</th>
<th>Scheduled Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST - Bug-Bots</td>
<td>0-2</td>
<td>09/26/2020</td>
<td>09:00-12:00</td>
<td>55</td>
</tr>
</tbody>
</table>

**Class Description**

Bounce your way into the exciting world of robots by exploring motion, power, and electricity. Discover the way motors and batteries operate. Discuss robots and bugs and then create a robot, explain how it moves, and take the robot home to share with your family and friends! Parents are invited into the class at 11:45 for a Bug-Bot parade of all the class creations.

**Instructor Bio**

Pamela J. Piskurich is the program director of the Gelfand Center for Service Learning and Outreach. She develops and teaches classes for the G0 Saturday Series Program and conducts the G0 Summer Series Classes. Pam has a master's degree in education and is a certified secondary mathematics teacher and taught for ten years in public school. She has been working at Carnegie Mellon University coordinating and developing curriculum for outreach programs for K-12 students for the past 20 years.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Grade Level</th>
<th>Scheduled Date</th>
<th>Scheduled Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST - Wearable Computers</td>
<td>7-9</td>
<td>09/26/2020</td>
<td>9:00-12:00</td>
<td>55</td>
</tr>
</tbody>
</table>
Filter Classes

There is an option to “Filter Classes” by grade or by date.

By Grade

By Date

Registration Coming Soon Indication

If a class is planned, but not yet open for registration, you will be able to see the “Registration Coming Soon!” text. You will be able to register for classes once they are open for registration. The Gelfand Center Team will send out emails to notify you that registration for any given semester is open and available.
Waitlisted Classes Indication

If a class is full, and “waitlist only”, the option to enroll in the course instead of having a green plus and the “Add Class to Schedule” will instead be an orange plus with the text, “Add Student to Waitlist”. From there, the registration process is the same for open and waitlisted classes.

Add Class to Schedule/Add Student to Waitlist

Please select a class to add for your student, and follow the prompts on the screens progressing through the registration steps. If there is more than one student associated with your family, please select the student that you would like to register for a specific class.
If a user is registering a student for the first time in any given semester, they will need to complete the **Release of Liability Form**. This is a two-page form. On the second page, the checkbox must be checked, and users MUST type their name in the fields in order to proceed.

If a user doesn't check the box, or type their full name correctly, the system will produce an error message prompting them to please enter the correct information.
Users will also need to complete the COVID-19 Attestation for Program Participants Form.
The next optional form is the **Walk Home/Self Sign-Out Form**. This allows parents and guardians to elect to allow their student to sign themselves out and/or walk home after their workshops are over during the selected enrollment semester.
If there are other classes that are in the same grade level for your student available, they will be shown on this screen.

Duplicate Class Registration

If a user tries to register a student for a class in which they are already registered or for date in which they are already registered, they will receive this error message:
View Shopping Cart

Once a registration is confirmed, a shopping cart icon will appear in the top right-hand corner. From this screen, families will also be able to request financial aid. Any “registrations” requesting financial aid will be held for 2 weeks and a system generated message will be emailed to these families with instructions on what to include by a specific deadline.

The checkout process continues on pg. 48.
Family Schedule

Please select to “View Family Class Schedule”

If a user should select to view their family schedule and there are currently NO students in their family that are registered for classes, the following message will appear:

![Family Schedule Not Found](image-url)
View Family Schedule

Displayed below is what the family schedule will look like.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class</th>
<th>Roster Status</th>
<th>Date(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter</td>
<td>TEST - Bug-Bob</td>
<td>Registered</td>
<td>09/26/2020</td>
<td>09:00-12:00</td>
</tr>
<tr>
<td>Peter</td>
<td>TEST - Your Brain's Sensory World</td>
<td>Registered</td>
<td>10/18/2020</td>
<td>09:00-12:00</td>
</tr>
</tbody>
</table>
Add to Family Schedule

When selecting to “Add To Family Class Schedule”, you will be taken back to the “View Schedule of Classes”/“View Class Descriptions” page.

Cancel a Class on Family Schedule

Use the pencil on the right-hand side to update any registrations from the list:

<table>
<thead>
<tr>
<th>Gelfand Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Family Schedule &gt; Update Family Schedule</td>
</tr>
<tr>
<td>Semester: Spring 2021</td>
</tr>
<tr>
<td>Student Name</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Peter Parker</td>
</tr>
<tr>
<td>Peter Parker</td>
</tr>
<tr>
<td>Gwen Parker</td>
</tr>
<tr>
<td>Gwen Parker</td>
</tr>
</tbody>
</table>

Confirm your selection:

![Confirmation Dialog](image-url)
If a user cancels a class for which has not yet occurred, but that they have already paid for, they will see the following screen:

This will also prompt the system to generate the following email:

**Gelfand Center Registration Cancellation**

GelfandCenter@andrew.cmu.edu

To CMU Gelfand Center

4:55 PM

---

Dear May Parker,

The registration for Gwen Parker in TEST - Animations with the Wick Editor on 03/27/2021 has been cancelled per your request.

Please allow up to three business days for the Gelfand Center team to confirm this cancellation and request a refund from the business office. Per university policy, any refund may take up to thirty days for final processing.

If this action was completed in error, please contact a member of the Gelfand Center team.

Thank you for using the Gelfand Web Registration Portal to update your student's Class Schedule. If you have any questions, please contact a member of the Gelfand Center team.

Sincerely,

The Gelfand Center
Billing & Payment

This is where checkout, invoices and payment options will be available.

<table>
<thead>
<tr>
<th>Carnegie Mellon University</th>
<th>Gelfand Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian</td>
<td>Students</td>
</tr>
<tr>
<td>Classes</td>
<td>Family Schedule</td>
</tr>
</tbody>
</table>

Welcome, May. Not May?

Welcome to the Gelfand Center Web Registration Portal. Please click on one of the corresponding tabs above to edit the Parent/Guardian profile, view and register for Classes, review the Family Schedule, or access payment information.
View Shopping Cart

Once a registration is confirmed, a shopping cart icon will appear as green in the top right-hand corner. From this screen, families will also be able to request financial aid or select a payment schedule.

If there are no un-invoiced classes in the cart, the following message will appear:

No un invoiced classes were found in the shopping cart for any students linked to your account and the system is unable to display them. If you feel you have reached this message in error please contact a Gelfand Center administrator.
Remove From Cart

Gelfand Center

Billing & Payments > Shopping Cart

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class Date</th>
<th>Class</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Parker</td>
<td>06/26/2020</td>
<td>TEST - Bug-Bots</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

☐ Request Financial Aid

When requesting financial aid, you are asked to submit the first page of your most recent PA 1040 tax return form via email to the Gelfand Center (GelfandCenter@andrew.cmu.edu) for review. Seats in selected classes will be held for two (2) weeks from initial registration date. Once any financial aid is awarded, if any outstanding balance is not received by the invoice due date, any reserved Roster Seat will be given to a student on the waiting list.

Please note: You are unable to submit payment while your financial aid request is processed but you MUST continue to the checkout area in order to complete the registration process.

Cancel Registrations

Confirm Remove Class

After selecting to remove from cart, to officially cancel a registration, users will need to select “Cancel Registrations” and then confirm their selection by clicking on “Continue”. Otherwise, the registration will be held for 24 hours as a courtesy in case they made a mistake.

Are You Sure?

All classes have been removed from your shopping cart. Click “Continue” to cancel the registration for the class shown. Click “Update” to return to the selection window and update the contents of the shopping cart.

Update Continue
If a user changes their mind, and wants to complete the registration instead, all they need to do is to select “Add to Cart”.

### Request Financial Aid

If users choose to “Request Financial Aid” the following text details this option from the Shopping Cart screen:

When requesting financial aid, you are asked to submit the first page of your most recent PA 1040 tax return form via email to the Gelfand Center (GelfandCenter@andrew.cmu.edu) for review. Seats in selected classes will be held for two (2) weeks from initial registration date. Once any financial aid is awarded, if any outstanding balance is not received by the invoice due date, any reserved Roster Seat will be given to a student on the waiting list.

**Please note:** You are unable to submit payment while your financial aid request is processed but you **MUST** continue to the checkout area in order to complete the registration process.
The system will then prompt users to confirm their financial aid selection:

If users have selected the “Request Financial Aid” option, when they arrive at the next screen, the invoice screen, they will be unable to select “Pay Invoice Now via Credit Card”, and the only option available will be “Print Invoice to Pay by Mail”.

Carnegie Mellon University
Gelfand Center

Parent/Guardian | Students | Classes | Family Schedule | Billing & Payments

Billing & Payments > Select Payment Type > Invoice Inv00001596 Details

Print Invoice to Pay by Mail

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class Date</th>
<th>Class</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Parker</td>
<td>4/16/2022</td>
<td>Build Your Own Fizz Capacitor (TEST)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Invoice Inv00001596 Total: $50.00

Please Note: The Gelfand Center Registration System requires pop-ups to work properly. Please disable pop-up blockers in your browser's settings before paying and/or viewing the invoice.
The user will then receive an email with instructions on what to send over for their financial aid request. Once reviewed and approved by a member of the Gelfand Center staff, they will then receive another email detailing the amount owed and the payment due date.

If you have questions about the financial aid request and approval procedures, please contact the Gelfand Center Team.

During this time if users log into the system, they will see the following updated invoice information:

![Invoice Image]

Users will also be able to see an updated payment receipt showing that financial aid has been awarded.
Payment Plan

If there are multiple classes in the cart, users have the option to choose to “Select Payment Schedule”. The following text describes this option from the Shopping Cart screen:

When selecting the payment schedule, invoices will be divided by Class Date. Payment for the first scheduled class is due within two weeks from today. Payment for the other classes must be received at least two weeks prior to the scheduled class. If payment is not received by the due date, any reserved Roster Seat will be given to a student on the waiting list.

This will then create one invoice per class. To confirm the payment plan option the following message appears:

![Are You Sure?](image)

You have selected the “Payment Plan Option”. Click “Continue” to proceed to the checkout area and view the 2 invoices for the selected classes. Click “Cancel” to return to the selection window and update selected classes or change payment options.

The first class to happen chronologically will then be available for immediate payment by credit card. Once paid, a new letter will be sent to the user via email notifying them of their next payment balance and due date.
Continue to Checkout
Invoices

Depending on where the user left off, they will either be directed to the invoices page automatically, or they can choose to go there by selecting “Billing & Payments” and then “View Invoices”.

Pay Invoice / Print Invoice

Users may select “Pay Invoice Now via Credit Card” to proceed to the CashNet system to make a payment or “Print Invoice to Pay by Mail” to generate a PDF to be printed and mailed in with a check or money order payment.

Please Note: The Gelfand Center Registration System requires pop-ups to work properly. Please disable pop-up blockers in your browser’s settings before paying and/or viewing the invoice.
If selecting to “Print Invoice to Pay via Mail”, or to “Pay Now via Credit Card” the Cancellation Policy will be shown first. Users must acknowledge the policy in order to proceed.
Payment

Based on what users select at the time of registration they will be emailed a different letter within 24-48 business hours.

Any “registrations” requesting financial aid will be held for 2 weeks and a system generated message will be emailed to these families with instructions on what to include by a specific deadline.

Single Payment

If NOT registering for more than one class OR choosing the payment plan option, the system defaults to a single payment option. Before proceeding (ONLY when registering for multiple classes), users will be given one last opportunity to make a different choice.

If registering for multiple classes/across multiple semesters, the first invoice will be payable immediately and will be for the class that is chronologically first.
Acceptance Letter Not Found

During this time period, if a user selects to download the acceptance letter, an acceptance letter will NOT be available to users despite the student's status being listed as “Registered” in the web system. This will be the case until the Gelfand Center staff accepts students and their payments/acknowledges payment choices. If a user selects to download/view the Acceptance letter from the Family Schedule list, they will see the following message:
Pay by Check or Money Order

After selecting to “Continue to Checkout” while on the Shopping Cart page, users may choose to “Print Invoice to Pay by Mail”. This will generate a downloadable and printable PDF invoice that they can then mail in with their payment.

Please see Pg.90 for an example of this invoice.

Pay by Credit Card

If selecting to “Pay Invoice Now via Credit Card”, users will be prompted to first acknowledge the Gelfand Center Cancellation Policy:
They will then be redirected to the CashNet Payment Portal.

Credit Card Payment Process

You will now be redirected to the CashNet Payment Portal for Gelfand Outreach to process your credit card payment. Please note, a new web browser window or tab will open to access the CashNet Payment Portal.

After completion of the transaction, you will be logged out of the payment portal automatically.

To return to the Gelfand Center Web Registration Portal, simply close the new browser window/tab once the Cashnet log out is completed.

You will receive an email receipt from Cashnet. Please allow 3 business days for any payments to be reflected on your account.

Continue »
The first screen on the CASHNet Payment Portal will allow them to enter their credit card number, expiration month, and year. The cardholder name and address details will be pre-filled from the Gelfand Outreach Website, but remain modifiable.

After confirming that the information is correct, users may then “Continue Checkout”.
The next screen will show a summary of what they are paying for, and at the bottom of the page will be the information from the previous page.

After choosing to “Submit Payment”, the user will immediately be signed out of CASHNet.
Users will then be emailed a receipt.

PLEASE NOTE: A member of the Gelfand Center staff will need to download and process all credit card transactions in order for their updated payment status to be reflected in the system.

If a user checks the web system for a downloadable receipt immediately after a payment is made, the receipt will show that a balance is still due.

Please see Pg. 91 for an example of this unpaid receipt.
Logging Out

To end a session, click on the drop down “hamburger” menu in the top right-hand corner and scroll down to “Log Out”.

![Carnegie Mellon University Gelfand Center interface](image)
Letters

When a registration for a class is made, then a specific letter will be generated based on payment selection. Only the most recent acceptance letter will be shown in the web system. Letters will be sent as attached PDF files via email as well to users. The standard email message is as follows:

```
From: GelfandCenter@andrew.cmu.edu
To: CMU Gelfand Center
Subject: Gelfand Outreach Spring 2021 TEST - Bug-Bots Registration Acceptance Letter
Date: Friday, February 5, 2021 2:24:29 PM
Attachments: 511100002877_Letter.pdf

Dear May Parker,

Please see the attached letter for details and instructions for Peter Parker’s Spring 2021 class: TEST - Bug-Bots. You may also access this letter and registration information by logging into your Gelfand Outreach account. If you have any questions, please let us know. Thanks!

Sincerely,

Kristin Lavery
LGC Assistant Director & Business Manager

Carnegie Mellon University
Leonard Gelfand Center for Service Learning and Outreach
5000 Forbes Ave. Cyert Hall A64A, Pittsburgh, PA 15213
Office: 412-268-6819 // cmu.edu/gelfand
```

Whomever the Gelfand Center staff person is that is processing email, financial aid, payments, etc., will be the signature at the bottom of the email on any given message.
The only email that has a different subject and body is the financial aid reminder message. Details for this message are below:

Gelfand Center Financial Aid Requested Reminder

G
GelfandCenter@andrew.cmu.edu
To CMU Gelfand Center

4:20 PM

Dear May Parker,

When requesting financial aid, you are asked to submit the first page of your most recent PA 1040 tax return form via email to the Gelfand Center (GelfandCenter@andrew.cmu.edu) for review. Seats in selected classes will be held for two (2) weeks from initial registration date. Once any financial aid is awarded, if any outstanding balance is not received by the invoice due date, any reserved Roster Seat will be given to a student on the waiting list.

Thank you in advance for your prompt attention to this request. If you have any questions, please contact a member of the Gelfand Center team.

Sincerely,

The Gelfand Center

Letters are available for download and print on the Family Schedule list view page:

Previous receipts will be available for download on the Billing & Payments page under invoices.

In the next section, there will be letters for Fall/Spring classes and separate letters for Summer and Summer with After Care sections as the details for these cases are each slightly different.
Acceptance – Paid in Full

Acceptance – No further action is required of the user, and the class is paid for in full.

Spring/Fall Acceptance Letter

Carnegie Mellon University
Leonard Gelfand Center

2/5/2021

Dear May Parker,

We are pleased to inform you that Peter Parker has been assigned a seat in the Gelfand Center Outreach class listed below. You will receive a separate confirmation letter for each class that you are registered.

TEST - Bug-Bots on 02/27/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please wear closed-toe shoes for the day of class.

Please bring a pencil or pen. All other supplies will be provided.

Parents please make sure your child eats a good breakfast on the day of the class! We will take a water fountain/restroom break about halfway through the morning. There will be no snack break.

Parents, please sign your child in at the registration desk. Parents or an authorized individual MUST come into the classroom to pick up their child. You are welcome to tour the classroom and meet the instructors at that time.

If for any reason you must cancel your registration for a class, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday one week before the scheduled workshop. After that time, there will be NO refunds.

If you are no longer able to attend, please call our office at 412-268-1863 or 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

Gelfand Outreach

Carnegie Mellon University
Leonard Gelfand Center
Dear May Parker,

We are pleased to inform you that Gwen Parker has been assigned a seat in the Gelfand Center Outreach Summer class listed below. You will receive a separate confirmation letter for each class that you are registered.

TEST - Anatomy and Robotics on 6/14/2021 - 6/18/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please bring a pencil or pen. All other supplies will be provided.

*Parents please make sure your child eats a good breakfast before each day of class! We will take a water fountain/restroom break about halfway through the morning. There will be no snack break.*

Please drop your child off at the Frew Street location at 8:45am. Gelfand Center staff will greet you at the curb and escort your child to class. Pick up will be at the same location at 12:00pm.

Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

If for any reason you must cancel your registration for a class, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday one week before the scheduled workshop. After that time, there will be NO refunds.

If you are no longer able to attend, please call our office at 412-268-1863 or 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

We look forward to seeing you!

Sincerely,
Dear May Parker,

We are pleased to inform you that Peter Parker has been assigned a seat in the Gelfand Center Outreach Summer class listed below and a spot in the After Care program as well. You will receive a separate confirmation letter for each class that you are registered.

Class Info: TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

After Care Info: TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please bring a pencil or pen. All other supplies will be provided.

Parents please make sure your child eats a good breakfast before each day of class! We will take a water fountain/restroom break about halfway through the morning. There will be no snack break during class. Please bring a nut-free sack lunch, and a water bottle.

Please drop your child off at the Frew Street location at 8:45am. Gelfand Center staff will greet you at the curb and escort your child to class. Pick up will be at the same location at 4:00pm. Please NOTE: After Care is ONLY Monday - Thursday and is NOT available on Friday afternoons.

Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

If for any reason you must cancel your registration for a class, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday one week before the scheduled workshop. After that time, there will be NO refunds.

If you are no longer able to attend, please call our office at 412-268-1863 or 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

We look forward to seeing you!

Sincerely,

Gelfand Outreach
Pending

Payment Due Within 2 Weeks

Pending – Instructions included on emailed letter.

Payment Due within 2 Weeks – The following letters are generated when selecting to mail in payment.
Spring/Fall Pending Letter

Carnegie Mellon University
Leonard Gelfand Center

2/5/2021

Dear May Parker,

We are pleased to inform you that Peter Parker has been tentatively assigned a seat in the Gelfand Center Outreach class listed below. This registration will be held for two weeks from the date of this letter and finalized upon receipt of payment. You will receive a separate confirmation letter for each class that you are registered.

TEST - Bug-Bots on 02/27/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please wear closed-toe shoes for the day of class.

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter.

1. A check or money order in the amount of: $55 made payable to: Carnegie Mellon University.
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

GELFAND OUTREACH
Carnegie Mellon University  
Leonard Gelfand Center  

2/8/2021  
Dear May Parker,  

We are pleased to inform you that Gwen Parker has been tentatively assigned a seat in the Gelfand Center Outreach Summer class listed below. This registration will be held for two weeks from the date of this letter and finalized upon receipt of payment. You will receive a separate confirmation letter for each class that you are registered.  

TEST - Introduction to Materials Science on 7/5/2021-7/9/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University  

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter.  

1. A check or money order in the amount of: $ 650 made payable to: Carnegie Mellon University.  
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.  
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.  
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.  
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.  

We look forward to seeing you!  

Sincerely,  

Gelfand Outreach
Dear May Parker,

We are pleased to inform you that Peter Parker has been tentatively assigned a seat in the Gelfand Center Outreach Summer class and a spot in the After Care program listed below. This registration will be held for two weeks from the date of this letter and finalized upon receipt of payment. You will receive a separate confirmation letter for each class that you are registered.

**TEST - Junk Bots on 6/21/2021-6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University**

**After Care Info: TEST - Junk Bots on 6/21/2021-6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University**

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter.

1. A check or money order in the amount of: $ 405 made payable to: Carnegie Mellon University.
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

GELFAND OUTREACH
Financial Aid Request

Financial Aid Request – If a user requests financial aid, the Financial Aid Requested Letter will be sent as a PDF attachment via email. Once financial aid documents have been received by the Gelfand Center staff, any financial aid approved will be indicated on the financial aid award that will be emailed to users.
Spring/Fall Financial Aid Requested Letter

Carnegie Mellon University
Leonard Gelfand Center

2/5/2021

Dear May Parker,

We are pleased to inform you that Peter Parker has been tentatively assigned a seat in the Gelfand Center Outreach Saturday Series class listed below.

TEST - Bug-Bots on 02/27/2021-02/27/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please wear closed-toe shoes for the day of class.

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter. Please note that scholarships are limited to one class per child.

1. Please submit a copy of the first page of your IRS Tax Form 1040 from the past year as soon as possible.
2. Your tax form will be processed upon receipt, and you will be notified via email of the scholarship amount and the remaining amount due.
3. Remit payment via our online portal or via mail.
4. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
5. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
6. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
7. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

GELFAND
OUTREACH

4902 Forbes Avenue, Cyert Hall A64
Pittsburgh, PA 15213
PH: 412-268-1863
GelfandCenter@andrew.cmu.edu
http://www.cmu.edu/gelfand
Summer Financial Aid Requested Letter

Carnegie Mellon University
Leonard Gelfand Center

2/8/2021
Dear May Parker,

We are pleased to inform you that Mary Jane Watson-Parker has been tentatively assigned a seat in the Gelfand Center Outreach Summer class and a spot in the After Care program listed below.

TEST - Research at CMU on 7/12/2021-7/16/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter. Please note that scholarships are limited to one class per child.

1. Please submit a copy of the first page of your IRS Tax Form 1040 from the past year as soon as possible.
2. Your tax form will be processed upon receipt, and you will be notified via email of the scholarship amount and the remaining amount due.
3. Remit payment via our online portal or via mail.
4. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
5. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
6. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
7. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

Gelfand Outreach
Summer w/ After Care Financial Aid Requested Letter

Carnegie Mellon University
Leonard Gelfand Center

4902 Forbes Avenue, Cyert Hall A64
Pittsburgh, PA 15213
Ph: 412-268-1863
GelfandCenter@andrew.cmu.edu
http://www.cmu.edu/gelfand

2/8/2021
Dear May Parker,

We are pleased to inform you that Peter Parker has been tentatively assigned a seat in the Gelfand Center Outreach Summer class and a spot in the After Care program listed below.

TEST - Junk Bots on 6/21/2021-6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

After Care Info: TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

To confirm your seat in the workshop listed above, please return the following to the Gelfand Center immediately. We will hold your spot for 2 weeks from the date of this letter. Please note that scholarships are limited to one class per child.

1. Please submit a copy of the first page of your IRS Tax Form 1040 from the past year as soon as possible.
2. Your tax form will be processed upon receipt, and you will be notified via email of the scholarship amount and the remaining amount due.
3. Remit payment via our online portal or via mail.
4. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
5. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
6. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
7. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,
Spring/Fall Financial Aid Award Letter

Carnegie Mellon University
Leonard Gelfand Center

2/5/2021
Dear May Parker,

We are pleased to inform you that your request for financial aid for Peter Parker has been approved in the amount of $45.00. Peter has tentatively been assigned a seat in the Gelfand Center Outreach Saturday Series class listed below.

TEST - Bug-Bots on 02/27/2021-02/27/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Please wear closed-toe shoes for the day of class.

To confirm your seat in the workshop listed above, please follow the instructions below. We will hold your spot for 2 weeks from the date of this letter.

1. After financial aid the amount due immediately is: $55
   This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University.
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

Carnegie Mellon University
Leonard Gelfand Center
Summer Financial Aid Award Letter

Carnegie Mellon University
Leonard Gelfand Center

2/8/2021
Dear May Parker,

We are pleased to inform you that your request for financial aid for Mary Jane Watson-Parker has been approved in the amount of $275. Mary Jane has tentatively been assigned a seat in the Gelfand Center Outreach Summer Series class listed below.

TEST - Research at CMU on 7/12/2021-7/16/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

To confirm your seat in the workshop listed above, please follow the instructions below. We will hold your spot for 2 weeks from the date of this letter.

1. After financial aid the amount due immediately is: $50
   This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University.
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

GELFAND OUTREACH

Carnegie Mellon University
Leonard Gelfand Center
Carnegie Mellon University  
Leonard Gelfand Center

2/8/2021  
Dear May Parker,

We are pleased to inform you that your request for financial aid for Peter Parker has been approved in the amount of $275. Peter has tentatively been assigned a seat in the Gelfand Center Outreach Summer Series class and a spot in the After Care program listed below.

TEST - Junk Bots on 6/21/2021-6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

After Care Info: TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

To confirm your seat in the workshop listed above, please follow the instructions below. We will hold your spot for 2 weeks from the date of this letter.

1. After financial aid the amount due immediately is: $130  
   This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University.
2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.
3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.
4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.
5. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

We look forward to seeing you!

Sincerely,

Gelfand Outreach
Payment Plan

Payment Plan – A letter with a payment amount included for the first class only.

PLEASE NOTE: Users are only able to select a payment plan option if more than once class has been selected. Otherwise this option is hidden.
Spring/Fall Acceptance w/ Payment Plan Letter

Carnegie Mellon University
Leonard Gelfand Center

12/13/2021

Dear May Parker,

We are pleased to inform you that Peter Parker has been assigned a seat in the Gelfand Center Outreach class listed below. You will receive a separate confirmation letter for each class that you are registered.

Bug Bots on 2/19/2022, 9:00 AM - 12:00 PM at Carnegie Mellon University

Thank you for your payment of: $55 for the class listed above. Your next payment will be due two weeks prior to 2/19/2022.

1. The total amount due is: $55
   This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University.

2. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.

3. If for any reason you must cancel your registration for a class after payment has been received, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday two weeks before the scheduled workshop. After that time there will be NO refunds.

4. If you are no longer able to attend, please call our office at 412-268-1863 OR 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

5. Directions for the day of class can be found by visiting: https://www.cmu.edu/gelfand/gelfand-outreach/saturday-classes.html, and scrolling down to the directions section.

We look forward to seeing you!

Sincerely,

Gelfand Outreach

Carnegie Mellon University
Leonard Gelfand Center

85
Summer Acceptance w/ Payment Plan Letter

Carnegie Mellon University
Leonard Gelfand Center

2/8/2021

Dear May Parker,

We are pleased to inform you that Peter Parker has been assigned a seat in the Gelfand Center Outreach Summer class listed below. You will receive a separate confirmation letter for each class that you are registered.

TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

Thank you for your payment of: $325 for the class listed above. Your next payment will be due two weeks prior to 6/21/2021.
The total amount due is: 0. This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University.
We will notify you via email once payment has been received, and you will receive a separate acceptance letter.

Please bring a pencil or pen. All other supplies will be provided. Parents please make sure your child eats a good breakfast before each day of class! We will take a water fountain/restroom break about halfway through the morning. There will be no snack break.

Please drop your child off at the Frew Street location at 8:45am. Gelfand Center staff will greet you at the curb and escort your child to class. Pick up will be at the same location at 12:00pm. Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

If for any reason you must cancel your registration for a class, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday one week before the scheduled workshop. After that time, there will be NO refunds.

If you are no longer able to attend, please call our office at 412-268-1863 or 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

We look forward to seeing you!

Sincerely,
Dear May Parker,

We are pleased to inform you that Peter Parker has been assigned a seat in the Gelfand Center Outreach Summer class listed below and a spot in the After Care program as well. You will receive a separate confirmation letter for each class that you are registered.

Class Info: TEST - Junk Bots on 6/21/2021 - 6/25/2021, 9:00 AM - 12:00 PM at Carnegie Mellon University

After Care Info: TEST - After Care Week 2 on 6/21/2021 - 6/24/2021, 12:00 PM - 4:00 PM at Carnegie Mellon University

Thank you for your payment of: $405 for the class listed above. Your next payment will be due two weeks prior to 6/21/2021.

The total amount due is: 405. This can be paid via our online system, by check or by money order, and made payable to: Carnegie Mellon University. We will notify you via email once payment has been received, and you will receive a separate acceptance letter.

Please bring a pencil or pen. All other supplies will be provided. Parents please make sure your child eats a good breakfast before each day of class! We will take a water fountain/restroom break about halfway through the morning. There will be no snack break during class. Please bring a nut-free sack lunch, and a water bottle.

Please drop your child off at the Frew Street location at 8:45am. Gelfand Center staff will greet you at the curb and escort your child to class. Pick up will be at the same location at 4:00pm. Please NOTE: After Care is ONLY Monday - Thursday and is NOT available on Friday afternoons.

Directions for the day of class can be found by logging into your Gelfand Outreach account (visit www.cmu.edu/gelfand/gelfandoutreach) and selecting Family Schedule.

If for any reason you must cancel your registration for a class, you will receive a refund (less the $25 cancellation fee) if you cancel by 5:00 pm on the Friday one week before the scheduled workshop. After that time, there will be NO refunds.

If you are no longer able to attend, please call our office at 412-268-1863 or 412-268-6544 as soon as possible so that we can give your spot to a student on the waiting list.

We look forward to seeing you!

Sincerely,
Medical Authorization and Release of Liability

Medical/AV Release – Only one release is necessary for the entire semester for any given semester. This form also indicates the walk home/self-sign out permission as well. The date is recorded on the letter and the term is listed. The form date is when the signature was recorded.
www.cmu.edu/legal. By signing below, you consent to collection, use and disclosure of your
minor child’s personal information (and your personal information) for the purpose described
herein.

Release of Liability. In consideration of the opportunity for my minor child to participate in the
Program, I hereby, on behalf of myself and my minor child and those acting on our behalf
irrevocably and unconditionally release, waive, and promise not to sue CMU and/or anyone
acting on behalf of CMU, from and for any and all liability for injuries, damages, claims,
demands, actions and causes of action, arising from or connected with my minor child’s
participation in the Program and/or Program Activities, including transportation related to the
Program; the risk of contracting COVID-19, which is spread by interpersonal contact; and the
sealing of or failure to secure medical treatment.

The laws of Pennsylvania shall apply to this document. If any of its provisions are declared
illegal, unenforceable, or ineffective, they shall be deemed severable, and all other provisions
shall remain valid and binding. I am the parent/guardian of the minor named above. I am
signing this document voluntarily, having read and understood it and intending to be legally
bound by it.

Signature Provided Digitally 11/19/2021 11:36:31 AM
Parent/Guardian Signature Digital Signature Time Stamp

May Parker
Print Parent/Guardian Name

Emergency Contacts:

May Parker
Emergency Contact Name
Cell Phone: (412) 555-1234
Email: GelfandCenter@andrew.cmu.edu
Relationship to Participant: Guardian

Medical Information:

Phil
Physician Name
Phone: (412) 123-4567
Known Allergies: Tree Nuts
Health/Medical issues: Student has ability to climb walls.
Medications:

Farmers
Medical Insurance Carrier

Page 2
Carnegie Mellon University
Human Resources

People Authorized to Pick Up/Transport Minor Participant:

May Parker
Authorized Pick Up Name
Cell Phone: (412) 655-1234
Email:
Relationship to Participant: Aunt

Walk Home / Self Sign-out Status:

☑ Yes  I give permission for my child to walk home / self sign-out at the conclusion of the Gelfand Outreach Saturday Series program activities on the given day.

Parent Signature:  Signature Provided Digitally
Parent Name:  May Parker

12/7/2021 10:40 18 AM
Digital Signature Time Stamp
COVID-19 Attestation

Carnegie Mellon University

COVID-19 Vaccine Attestation For Program Participants

Name of Program: Gelfand Outreach Saturday Series

Program Participant: Peter Parker  
Participant Date of Birth: 8/27/2013

Participant Email Address:  
Parent Email Address: GelfandCenter@andrew.cmu.edu

Participant Phone Number:  
Parent Phone Number: (412) 555-1234

COVID-19 Mitigation Requirements:

In accordance with Carnegie Mellon’s COVID-19 mitigation policies, all visitors to the university’s campus age 12 and older are required to be either fully vaccinated against COVID-19 or, if not fully vaccinated, must have received a negative COVID-19 test result within three days prior to visiting campus. For recurring programs, unvaccinated individuals must be retested on a weekly basis, for each week in which the individual participates in the program.

Participants under the age of 12 are encouraged, but not required to be tested.

In addition, all participants in the program must adhere to all COVID-19 mitigation requirements including, but not limited to the use of a facial covering at all times while on campus. The current COVID-19 mitigation requirements for visitors are available at https://www.cmu.edu/coronavirus/visitor-protocol/. The university reserves the right to revise these mitigation requirements, as deemed necessary.

Parents, guardians, and other individuals who visit the Carnegie Mellon campus solely for the purpose of picking-up or dropping-off children are not subject to these vaccination or testing requirements, but must comply with facial covering requirements.

Attestation:

I attest that I (or my minor child, as applicable) have/have been fully vaccinated against COVID-19 or will receive a negative COVID-19 test within 3 days of the start of the program (and weekly negative COVID-19 tests for participation in recurring programs).

I further attest that I have reviewed the COVID-19 mitigation requirements at https://www.cmu.edu/coronavirus/visitor-protocol/ and I agree that that I (or my minor child, as applicable) will comply with these requirements.

Parent Signature: Signature Provided Digitally  
Parent Name: May Parker  
11/19/2021 11:39:28 AM  
Digital Signature Time Stamp
Pay by Mail Invoice

Invoices are available with a tear off portion to be returned with any check or money order payment. Additionally, users are able to select whether or not they would like to request a payment plan option and due dates are shown. This is a courtesy in case families have changed their minds about wanting to choose the payment plan option.

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Class Name</th>
<th>Student Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/19/2022</td>
<td>Bug Bots</td>
<td>Peter Parker</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

Total Now Due: **$55.00**

Questions? Contact us at GelfandCenter@andrew.cmu.edu or call (412) 268-1863 or (412) 268-6544.

Please make check payable to Carnegie Mellon University.  Total Now Due: **$55.00**

☑ Check box to select the payment plan option. Please note that first payment is due by 12/27/2021. Remaining payments are due three weeks before the class date.

This invoice includes roster seat Spr22_02_Bug_BB01 for PP0001538.

Please return this portion with payment.
# Unpaid Receipt

Carnegie Mellon University
Leonard Gelfand Center
Gelfand Outreach Programs
5000 Forbes Avenue
Cylert Hall A64
Pittsburgh, PA 15213

PH: 412-268-1863
Email: GelfandCenter@andrew.cmu.edu
http://www.cmu.edu/gelfand

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Class Name</th>
<th>Student Name</th>
<th>Class Fee</th>
<th>Amount Paid</th>
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<tbody>
<tr>
<td>02/06/2021</td>
<td>TEST - Bug-Bots</td>
<td>Peter Parker</td>
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<td>$0.00</td>
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<tr>
<td>03/13/2021</td>
<td>TEST - Your Brain's Sensory World</td>
<td>Peter Parker</td>
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Class Fee Total: $110.00

Last Payment Date:
Last Payment Method:
Last Payment Amount:

Total Amount Paid:  
Balance Due: $110.00
## Financial Aid Awarded Receipt

**Carnegie Mellon University**  
Leonard Gelfand Center  
Gelfand Outreach Programs  
5000 Forbes Avenue  
Cyert Hall A64  
Pittsburgh, PA 15213

**PH:** 412-268-1863  
**Email:** GelfandCenter@andrew.cmu.edu  
**Website:** [http://www.cmu.edu/gelfand](http://www.cmu.edu/gelfand)

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<tbody>
<tr>
<td>Peter Parker</td>
<td>$55.00</td>
<td>$45.00</td>
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**Class Fee Total:** $55.00  
**Last Payment Date:**  
**Last Payment Method:** Financial  
**Last Payment Amount:** $45.00  
**Total Amount Paid:** $45.00  
**Balance Due:** $10.00
Paid Receipt

Carnegie Mellon University
Leonard Gelfand Center
Gelfand Outreach Programs
5000 Forbes Avenue
Cyert Hall A64
Pittsburgh, PA 15213

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

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</thead>
<tbody>
<tr>
<td>Peter Parker</td>
<td>$55.00</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

Class Fee Total: $55.00

Last Payment Date: 12/13/20
Last Payment Method: Credit Card
Last Payment Amount: $55.00

Total Amount Paid: $55.00
Balance Due: $0.00