



Web Registration System

How to Guide

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Login

Please visit the following URL:

<https://gelfand-webapps.andrew.cmu.edu/>

The screenshot shows a web browser window with the URL `gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web`. The page has a red header with "Carnegie Mellon University" and "Gelfand Center". Below the header, the title "Web Registration Portal Log-in" is displayed. The main content area contains instructions: "Please enter the email address and associated password for your Gelfand Center Web Registration Portal User Profile. After entering the required credentials, click Login to continue." It also includes links for "Forgot Password" and "Create New Profile". The login form consists of two input fields: "Email Address" and "Password", followed by a "Login" button. At the bottom of the form area, there are three buttons: "Forgot Password", "Cancel", and "Create New Profile". The footer section is dark gray and contains contact information for the Gelfand Center, the year "© 2020 Carnegie Mellon University", and the "GELFAND OUTREACH" logo.

GelfandOutreach_Web (PGH-GEL) x

gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web

Carnegie Mellon University

Gelfand Center

Web Registration Portal Log-in

Please enter the email address and associated password for your Gelfand Center Web Registration Portal User Profile. After entering the required credentials, click Login to continue.

Click **Forgot Password** to retrieve a forgotten password for the associated email address.

Click **Create New Profile** to create a new User Profile and access the Gelfand Center Web Registration Portal.

Email Address

Password

Login

Forgot Password Cancel Create New Profile

Contact Us

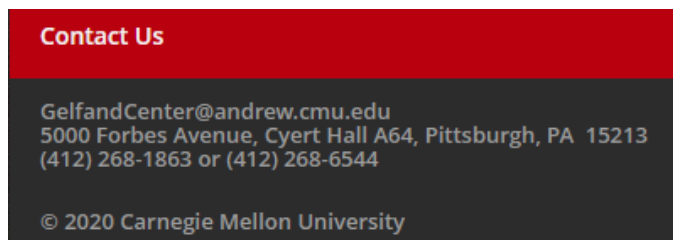
GelfandCenter@andrew.cmu.edu
5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213
(412) 268-1863 or (412) 268-6544

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GELFAND OUTREACH

Contact Us

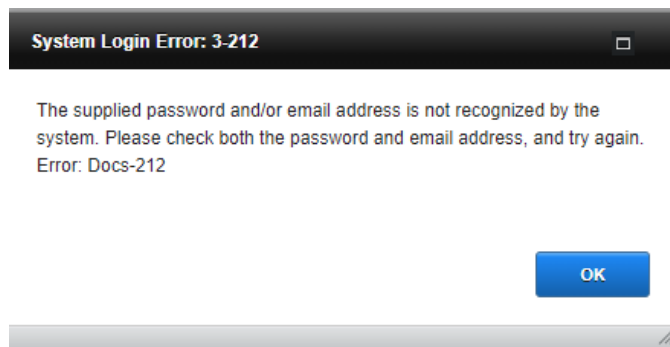
At the bottom of every page is a “Contact Us” link which will open a new window on the <https://www.cmu.edu/gelfand/contact-us.html> page. Below that are the email address, mailing address and phone numbers for Gelfand Outreach staff.



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/>.

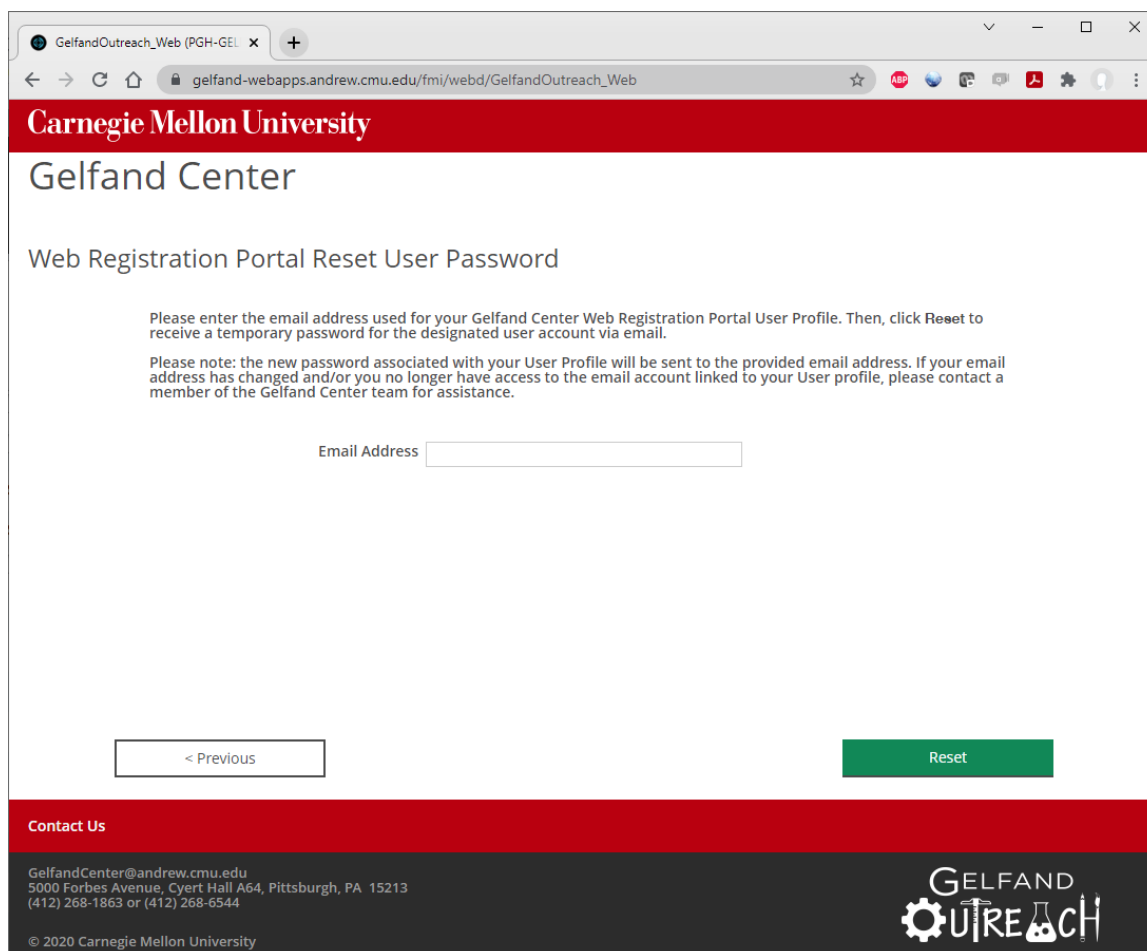
Incorrect Password

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 screenshot shows a web browser window with the address bar displaying "gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web". The page has a red header with "Carnegie Mellon University" and "Gelfand Center". The main heading is "Web Registration Portal Reset User Password". Below this, there is instructional text: "Please enter the email address used for your Gelfand Center Web Registration Portal User Profile. Then, click **Reset** to receive a temporary password for the designated user account via email." and a note: "Please note: the new password associated with your User Profile will be sent to the provided email address. If your email address has changed and/or you no longer have access to the email account linked to your User profile, please contact a member of the Gelfand Center team for assistance." There is an input field labeled "Email Address" and two buttons: "< Previous" and "Reset". The footer includes "Contact Us" information, the email "GelfandCenter@andrew.cmu.edu", the address "5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213", the phone number "(412) 268-1863 or (412) 268-6544", the copyright "© 2020 Carnegie Mellon University", and the "GELFAND OUTREACH" logo.

Carnegie Mellon University
Gelfand Center

Web Registration Portal Reset User Password

Please enter the email address used for your Gelfand Center Web Registration Portal User Profile. Then, click **Reset** to receive a temporary password for the designated user account via email.

Please note: the new password associated with your User Profile will be sent to the provided email address. If your email address has changed and/or you no longer have access to the email account linked to your User profile, please contact a member of the Gelfand Center team for assistance.

Email Address

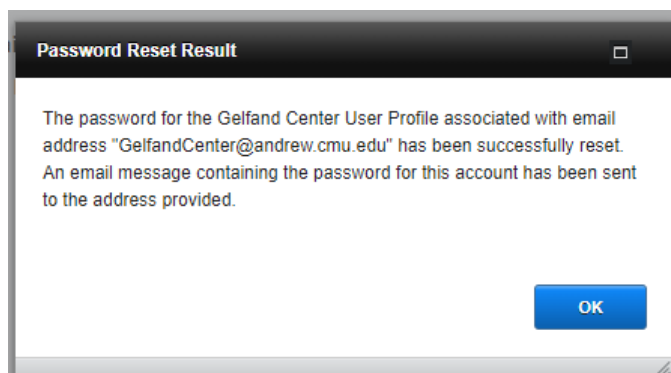
< Previous Reset

Contact Us

GelfandCenter@andrew.cmu.edu
5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213
(412) 268-1863 or (412) 268-6544

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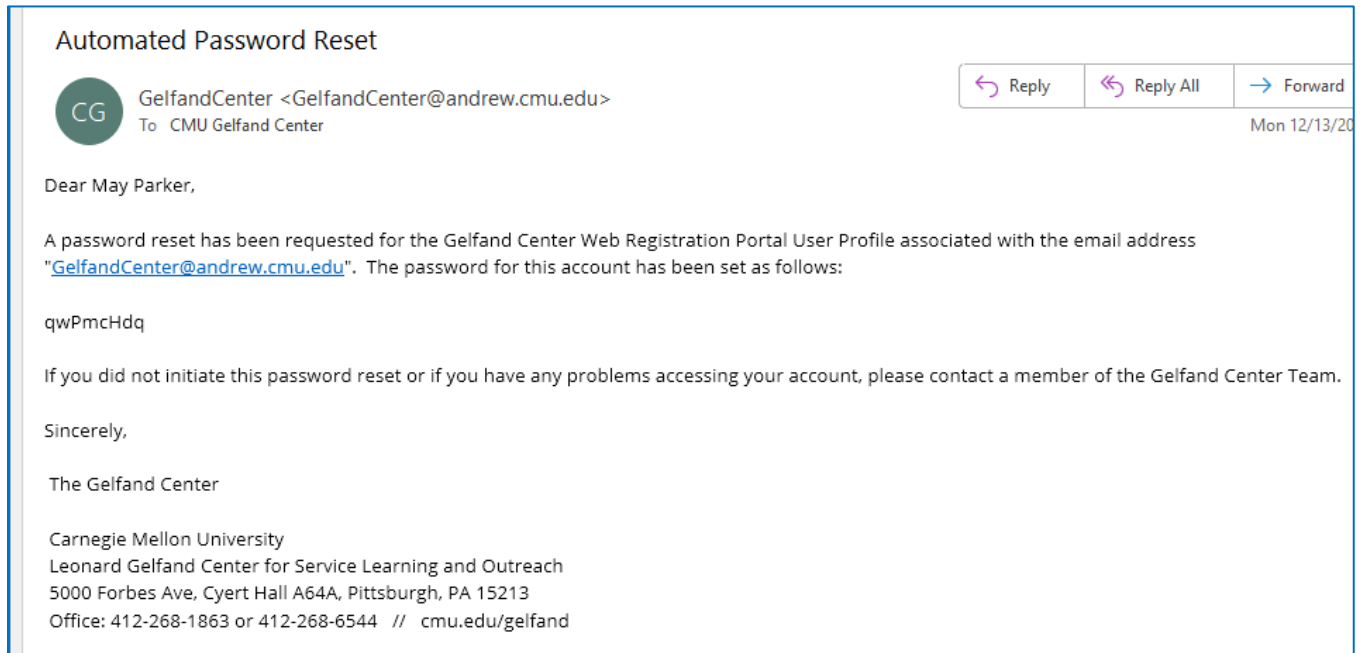
The screenshot shows a "Password Reset Result" dialog box. The text inside reads: "The password for the Gelfand Center User Profile associated with email address 'GelfandCenter@andrew.cmu.edu' has been successfully reset. An email message containing the password for this account has been sent to the address provided." There is an "OK" button at the bottom right.

Password Reset Result

The password for the Gelfand Center User Profile associated with email address "GelfandCenter@andrew.cmu.edu" has been successfully reset. An email message containing the password for this account has been sent to the address provided.

OK

The message that the user will then receive looks like the following:



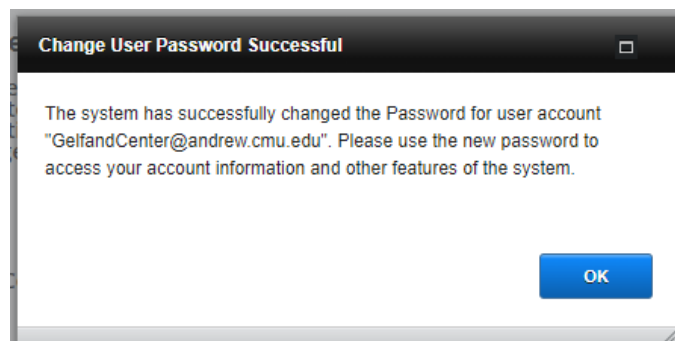
After requesting to have their password reset, the next time that a user logs in they will be prompted to change their password.

The screenshot shows a web form titled "Gelfand Center Web Registration Portal User Profile Password Change". The form includes instructions: "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." Below the instructions are two input fields: "Enter Password" and "Confirm Password". At the bottom of the form are two buttons: "X Cancel" and "Change".

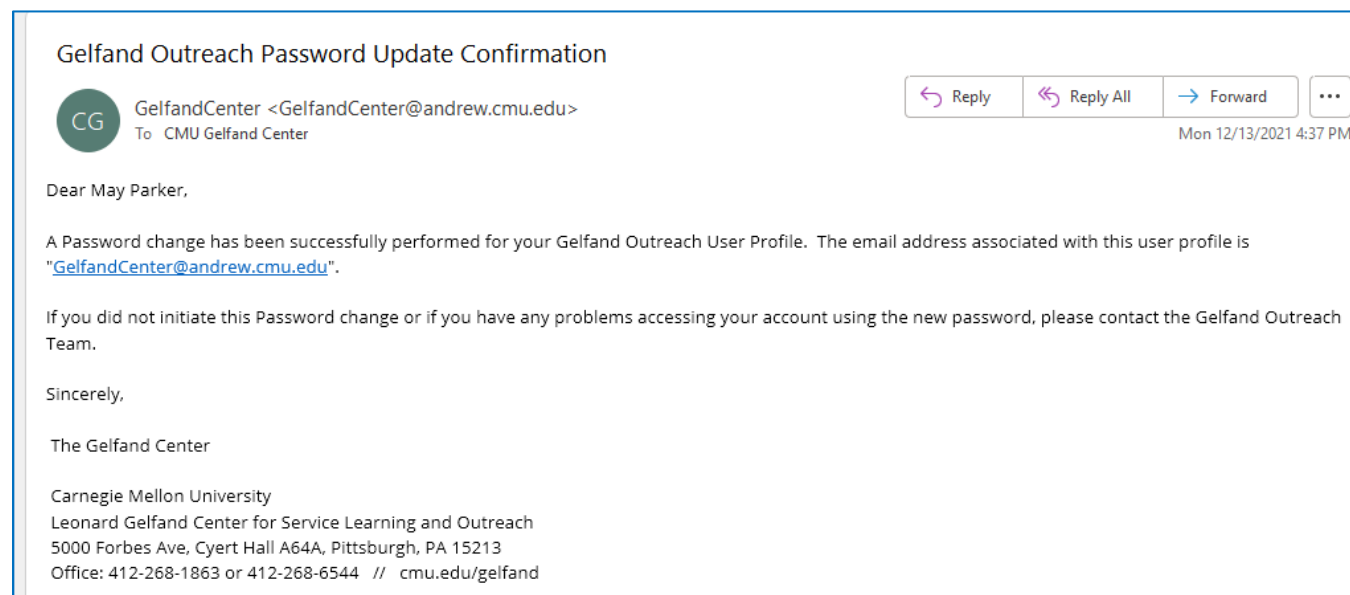
Passwords must be 8 or more characters and contain at least:

- 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:



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

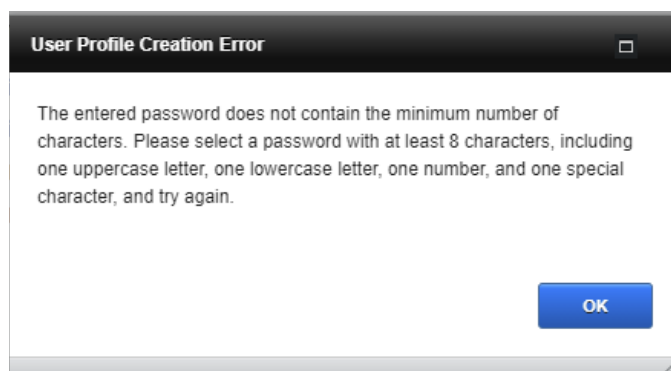
When you select to “Create New Profile”, it will take you to a page where you can enter an email address and create a password. Please enter your email address, a password that is 8 or more characters and contains at least:

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

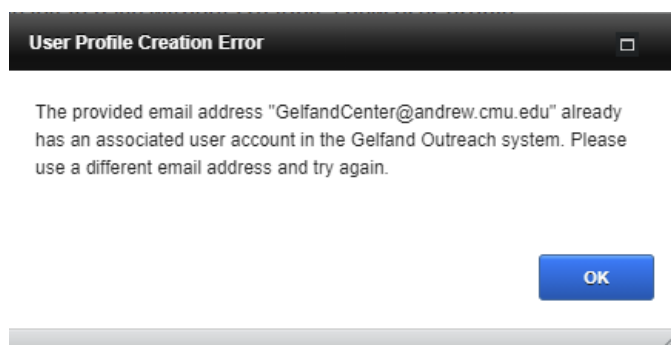
Then, click “Create”.

The screenshot shows a web browser window with the URL `gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web`. The page header features the Carnegie Mellon University logo and the Gelfand Center name. The main heading is "Web Registration Portal Create New Profile". Below this, instructions state: "Please enter your email address and a password of your choice in the spaces provided below. Then, click Create to create the Gelfand Outreach Web Registration User Profile associated with the provided email address." A note specifies: "Please note: The account name must be a properly formatted email address, and the password must include a minimum of 6 characters." A link for "< Previous" is provided. The registration form consists of four input fields: "Enter Email Address", "Confirm Email Address", "Enter Password", and "Confirm Password". At the bottom right of the form is a green "Create" button. The footer includes a "Contact Us" section with the email `GelfandCenter@andrew.cmu.edu`, the address "5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213", and phone numbers "(412) 268-1863 or (412) 268-6544". It also includes the copyright "© 2020 Carnegie Mellon University" and the Gelfand Outreach logo.

Below is the password error that users may encounter when first creating a profile.



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



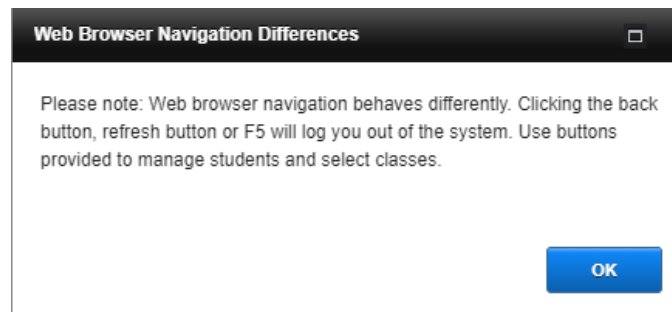
If a new profile is created, users will be taken to the "Edit Parent/Guardian Profile" page where they must enter and save their information before proceeding.

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.

The screenshot shows a web browser window with the URL `gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web`. The page has a red header with the Carnegie Mellon University logo and the text "Gelfand Center". Below the header, there is a form for profile verification. The form includes fields for Email Address (GelfandCenter@andrew.cmu.edu), First Name (May), and Last Name (Parker). A message states: "To change the email address associated with this User Profile and/or update the name, please contact a member of the Gelfand Center team." The form also has sections for Phone Number (Home, Cell, Work) and Address (Address Line 1, Address Line 2, City, State, Zip Code). Each section has a "Confirmed" button. At the bottom of the form, there is a "Continue" button. A red banner at the bottom of the page says "Contact Us" and provides contact information for the Gelfand Center.

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Gelfand Center

Please confirm the requested information below and update it as needed.

Email Address **GelfandCenter@andrew.cmu.edu**
First Name **May**
Last Name **Parker**

To change the email address associated with this User Profile and/or update the name, please contact a member of the Gelfand Center team.

Phone Number

Home Phone (412) 555-1234
* Cell Phone (412) 555-1234
Work Phone

Address

* Address Line 1 20 Ingram Street
Address Line 2
* City Pittsburgh
* State PA
* Zip Code 15211

* indicates information required in order to continue.

Contact Us

GelfandCenter@andrew.cmu.edu
5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213
(412) 268-1863 or (412) 268-6544

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Once your profile information is correct, you will be prompted to update and confirm any student profile information.

The screenshot shows a confirmation window titled "Confirm Student Profile Information". The window has a red header with the Carnegie Mellon University logo and the text "Gelfand Center". Below the header, there is a message: "Thank you for confirming the information in your Parent / Guardian profile. Now please take a moment to confirm the information for each Student profile linked to your account and update it as needed. Thank you." At the bottom of the window, there is a "Close Window" button.

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Gelfand Center

Confirm Student Profile Information

Thank you for confirming the information in your Parent / Guardian profile. Now please take a moment to confirm the information for each Student profile linked to your account and update it as needed. Thank you.

Close Window

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.

The screenshot shows a web browser window with the URL `gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web`. The page header features the Carnegie Mellon University logo and the Gelfand Center name. A navigation bar includes links for Parent/Guardian, Students (active), Classes, Family Schedule, and Billing & Payments. The breadcrumb trail reads: Students > Confirm Student Profile > Peter Parker. The main content area prompts the user to confirm information and provides a 'Continue' button. The form fields are as follows:

Field	Value	Action
Student First Name	Peter	
Student Last Name	Parker	
Date of Birth	8/27/2013	Confirm
Grade Level	2	Confirm
T-Shirt Size	YL	Confirm
Address	20 Ingram Street	Confirm
Address Line 2		
City	Pittsburgh	
State	PA	
Zip Code	15211	

The footer contains contact information for the Gelfand Center and a copyright notice for Carnegie Mellon University.

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gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web

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Gelfand Center

Medical Information

Family Doctor Name

Family Doctor Phone #

Health/Medical Issues

Medications

Insurance Information

Insurance Carrier

Insurance Policy #

Allergy Information

Allergies ☒ Yes ☐ No

Known Allergies

☐ Amoxicillin ☐ Milk ☐ Dogs

☐ Penicillin ☒ Tree Nuts ☐ Other

☐ Sulfa Drugs ☐ Peanuts

☐ Dust ☐ Cats

Contact Us

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 (412) 268-1863 or (412) 268-6544

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GelfandOutreach_Web (PGH-GEL)
gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web

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Gelfand Center

Authorized Pickups
Add Authorized Pickup
Confirm

Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address	
Aunt	May	Parker	(412) 555-1212	(412) 555-1234		
Uncle	Ben	Parker		(412) 555-9876		

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

Emergency Contacts
Add Emergency Contact
Confirm

Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address	
Guardian	May	Parker	(412) 867-5309	(412) 555-1234	GelfandCenter@andrew.cm	

Contact Us

GelfandCenter@andrew.cmu.edu
5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213
(412) 268-1863 or (412) 268-6544

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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!

The screenshot shows a web browser window with the URL `gelfand-webapps.andrew.cmu.edu/fmi/webd/GelfandOutreach_Web`. The page features a red header with the Carnegie Mellon University logo and the text "Gelfand Center". Below the header is a navigation bar with tabs for "Parent/Guardian", "Students", "Classes", "Family Schedule", and "Billing & Payments". A shopping cart icon is also present. The main content area includes a welcome message: "Welcome, May. Not May?" and a paragraph stating: "Welcome to the Gelfand Center Web Registration Portal. Please click on one of the corresponding tabs above to edit the Parent/Guardian profile, add or update Student profiles, view and register for Classes, review the Family Schedule, or access Billing & Payment information." A "Logout" button is located at the bottom of the main content area. The footer contains contact information: "GelfandCenter@andrew.cmu.edu", "5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213", "(412) 268-1863 or (412) 268-6544", and "© 2020 Carnegie Mellon University".

GelfandCenter@andrew.cmu.edu
5000 Forbes Avenue, Cyert Hall A64, Pittsburgh, PA 15213
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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.


Carnegie Mellon University

Gelfand Center

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

Wel


View
Parent/Guardian
Profile


Edit Parent/Guardian
Profile

the Gelfand Center Web Registration Portal.

one of the corresponding tabs above to edit the Parent/Guardian profile, add or update
es, view and register for **Classes**, review the **Family Schedule**, or access **Billing & Payment**

Logout

View – Parent/Guardian Profile

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Parent/Guardian > View Parent/Guardian Profile

Edit Profile

Email Address

GelfandCenter@andrew.cmu.edu

Address Line 1

20 Ingram Street

Address Line 2

First Name

May

City

Pittsburgh

Last Name

Parker

State

PA

Zip Code

15211

Home Phone

(412) 555-1234

Cell Phone

(412) 555-1234

Work Phone

CMU Affiliation

Non-Affiliate

GELFAND
OUTREACH

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Leonard Gelfand Center

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”.

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Parent/Guardian > Edit Parent/Guardian Profile

Please provide all requested information.

Cancel Edits

Save Changes

Email Address

GelfandCenter@andrew.cmu.edu

* Address Line 1

20 Ingram Street

Address Line 2

* First Name

May

* Last Name

Parker

* City

Pittsburgh

* State

PA

* Zip Code

15211

Home Phone

(412) 555-1234

* Cell Phone

(412) 555-1234

Work Phone

CMU Affiliation

Non-Affiliate

* indicates information required in order to continue.

Carnegie Mellon University

Gelfand Center

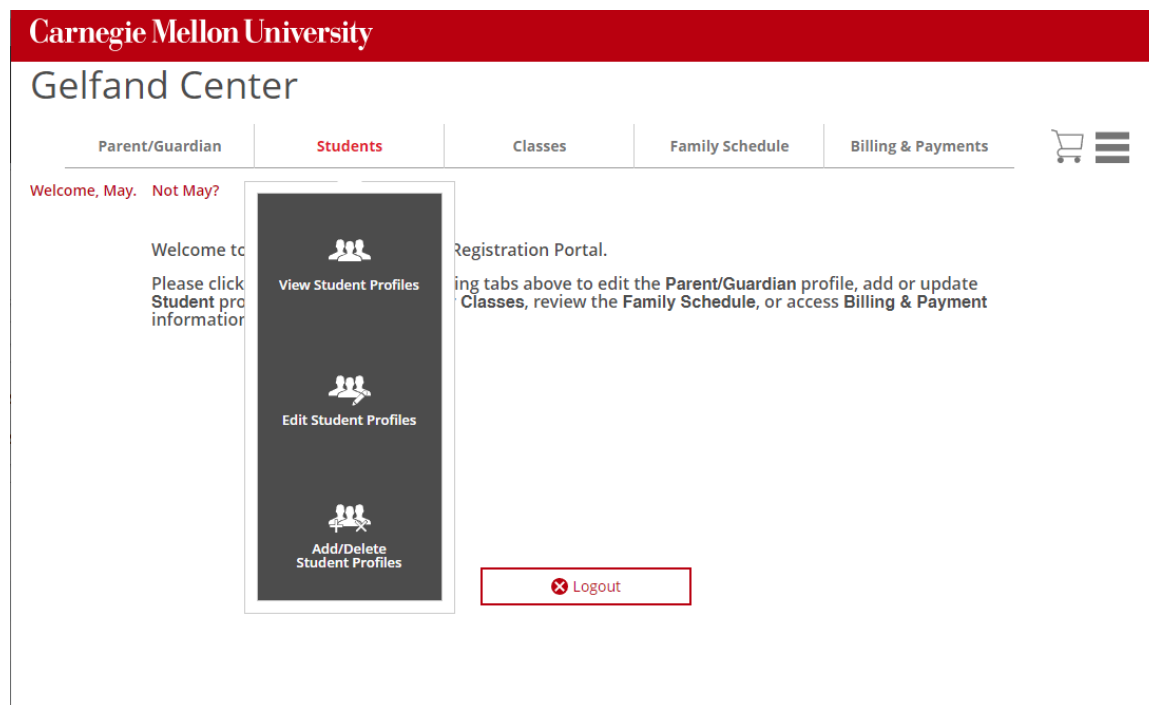
Parent / Guardian Profile Saved!

Please proceed to the **Students** tab to add/update student profiles or the **Classes** tab for registration.

X Close Window

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

Parent/Guardian	Students	Classes	Family Schedule	Billing & Payments		
Students > View Student Profile > Student List						
Student Name	Date of Birth	Grade	View	Edit	Add/ Delete	
Gwen Parker	9/27/2009	6				
Peter Parker	8/27/2013	2				

View - Student Profile

When viewing a student profile, no fields will be modifiable.

Carnegie Mellon University

Gelfand Center



Parent/Guardian

Students


Classes


Family Schedule

Billing & Payments



Students > View Student Profile > Peter Parker

 View Profile for Mary Jane Parker

 Edit Student Profile

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

Edit - Student Profile

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

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Students > Edit Student Profile > Peter Parker

Please provide all requested information.

Cancel Edits

Save Changes

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info
Student First Name	Peter	Address Line 1	20 Ingram Street
Student Last Name	Parker	Address Line 2	
Date of Birth	8/27/2013	City	Pittsburgh
Grade	2	State	PA
Gender	M	Zip Code	15211
Ethnic Group	Caucasian-American/White	T-Shirt Size	YL
			T-Shirt size is only required for summer programs.

Authorized Pick-Up



Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Students > Edit Student Profile > Peter Parker

Please provide all requested information.

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info																		
<div>+ Add Authorized Pickup</div> <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> <p><small>* Please Note: Inactive Authorized Pickups are grey and italicized. Inactive Authorized Pickups are UNABLE to pickup students.</small></p>				Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address	Aunt	May	Parker	(412) 555-1212	(412) 555-1234		Uncle	Ben	Parker		(412) 555-9876	
Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address																
Aunt	May	Parker	(412) 555-1212	(412) 555-1234																	
Uncle	Ben	Parker		(412) 555-9876																	

Cancel Edits

Save Changes

Carnegie Mellon University
Gelfand Center

Parent/Guardian
Students
Classes
Family Schedule
Billing & Payments

Students > Edit Student Profile > Mary Jane Parker > Add Authorized Pick Up

Please provide all requested information below.
Cancel Authorized Pick Up
Add Authorized Pick Up

* First Name
May
* Last Name
Parker
Home Phone
* Cell Phone
4125551234
Email Address
GelfandCenter@andrew.cmu.edu

* Relationship to Student
Aunt
Address Line 1
20 Ingram Street
Address Line 2
City
Pittsburgh
State
PA
Zip Code
15211

* indicates information required in order to continue.

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.

Carnegie Mellon University
Gelfand Center

Parent/Guardian
Students
Classes
Family Schedule
Billing & Payments

Students > Edit Student Profile > Peter Parker > Choose Authorized Pick Up

The system has located an Authorized Pick Up using the information you provided that is a possible match. Select **Create New** to create a new Authorized Pick Up contact using the information provided. Select **Choose Existing** by the name of the individual in the list below to add that person to Peter Parker's profile as an Authorized Pick Up.

* First Name
Ben
* Last Name
Parker
Home Phone
* Cell Phone
(412) 555-9876
Email Address

* Relationship to Student
Uncle
Address Line 1
Address Line 2
City
State
Zip Code

Create New

Choose Existing

First Name	Last Name	Home Phone	Cell Phone	Email Address
May	Parker	(412) 555-1234	(412) 555-1212	

Remove an Authorized Pick-Up

×

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Students > Edit Student Profile > Peter Parker

Please provide all requested information.

Cancel Edits

Save Changes

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info		
<div>+ Add Authorized Pickup</div>					
Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address
Aunt	May	Parker	(412) 555-1212	(412) 555-1234	
Uncle	Ben	Parker		(412) 555-9876	

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

Emergency Contact



Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Students > Edit Student Profile > Peter Parker

Please provide all requested information.

Cancel Edits

Save Changes

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info																		
<div>+ Add Emergency Contact</div> <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> Guardian</td><td>May</td><td>Parker</td><td>(412) 867-5309</td><td>(412) 555-1234</td><td>GelfandCenter@andrew.cm </td></tr><tr><td colspan="6"><div></div></td></tr></tbody></table> <div>* Please Note: Inactive Emergency Contacts are grey and italicized.</div>				Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address	Guardian	May	Parker	(412) 867-5309	(412) 555-1234	GelfandCenter@andrew.cm	<div></div>					
Relationship to Student	First Name	Last Name	Home Phone	Cell Phone	Email Address																
Guardian	May	Parker	(412) 867-5309	(412) 555-1234	GelfandCenter@andrew.cm																
<div></div>																					

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.

Carnegie Mellon University

Gelfand Center

[Parent/Guardian](#) | **[Students](#)** | [Classes](#) | [Family Schedule](#) | [Billing & Payments](#)

[Students](#) > [Edit Student Profile](#) > [Peter Parker](#)

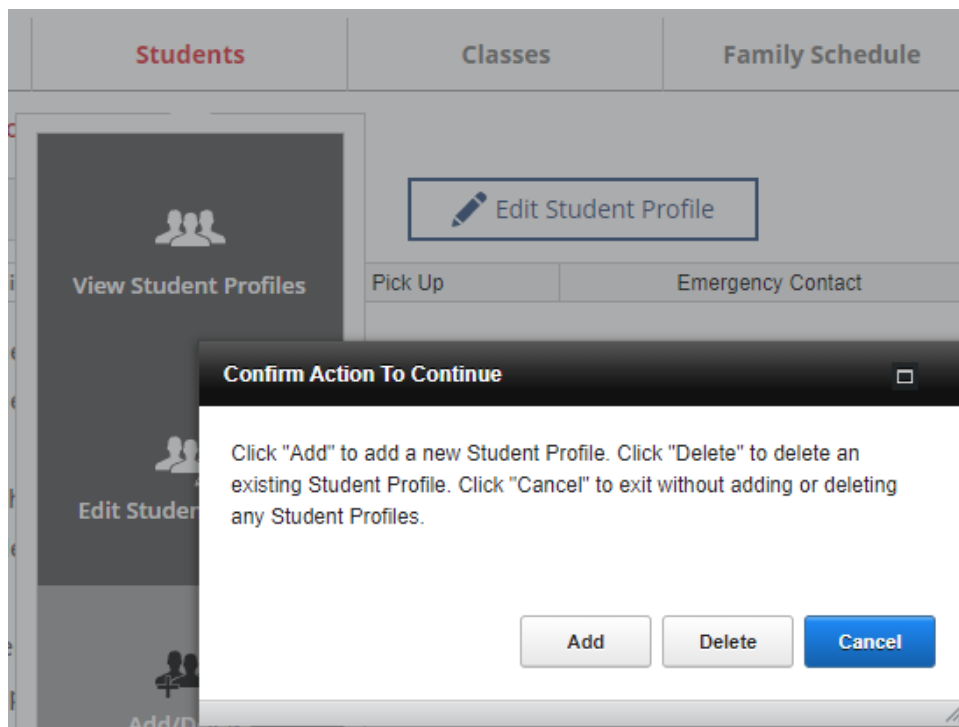
Please provide all requested information.

[Cancel Edits](#) [Save Changes](#)

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info
Allergies <input checked="" type="radio"/> Yes <input type="radio"/> No		Insurance Carrier	<input type="text" value="Farmers"/>
Known Allergies		Insurance Policy #	<input type="text" value="1234"/>
<input type="checkbox"/> Amoxicillin <input type="checkbox"/> Milk <input type="checkbox"/> Dogs		Family Doctor Name	<input type="text" value="Phil"/>
<input type="checkbox"/> Penicillin <input checked="" type="checkbox"/> Tree Nuts <input type="checkbox"/> Other		Family Doctor Phone #	<input type="text" value="(412) 123-4567"/>
<input type="checkbox"/> Sulfa Drugs <input type="checkbox"/> Peanuts		Health/Medical Issues	<input type="text" value="Student has ability to climb walls."/>
<input type="checkbox"/> Dust <input type="checkbox"/> Cats		Medications	<input type="text"/>
Dietary Restrictions			
<input type="text"/>			

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.

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Students > Add Student Profile

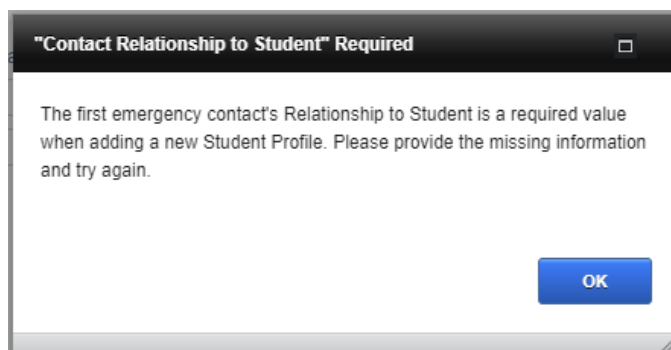
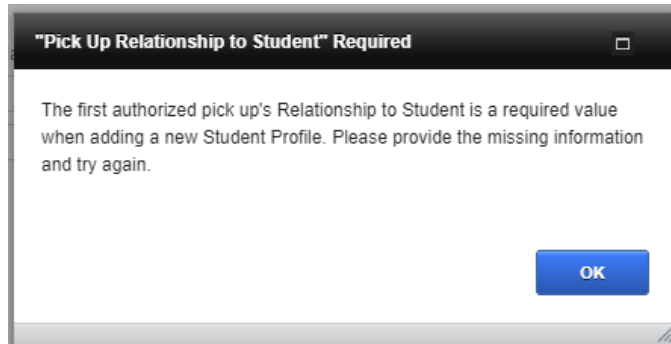
Please provide all requested information.

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info
<div>First Name</div> <div>Mary Jane</div>		<div>Address Line 1</div> <div>20 Ingram Street</div>	
<div>Last Name</div> <div>Watson-Parker</div>		<div>Address Line 2</div> <div></div>	
<div>Date of Birth</div> <div>09/22/2010</div>		<div>City</div> <div>Pittsburgh</div>	
<div>Grade</div> <div>4</div>		<div>State</div> <div>PA</div>	
<div>Gender</div> <div>F</div>		<div>Zip Code</div> <div>15211</div>	
<div>Ethnic Group</div> <div>Caucasian-American/White</div>		<div>T-Shirt Size</div> <div></div>	<div>T-Shirt size is only required for summer programs</div>

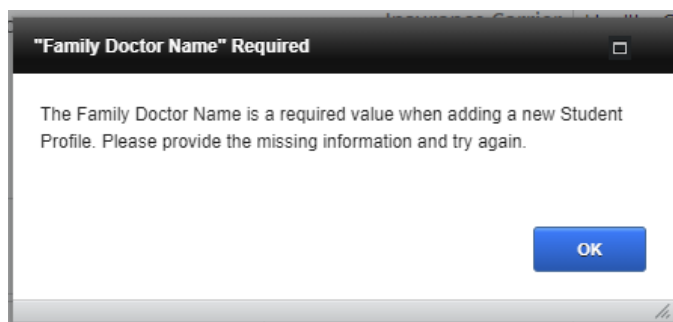
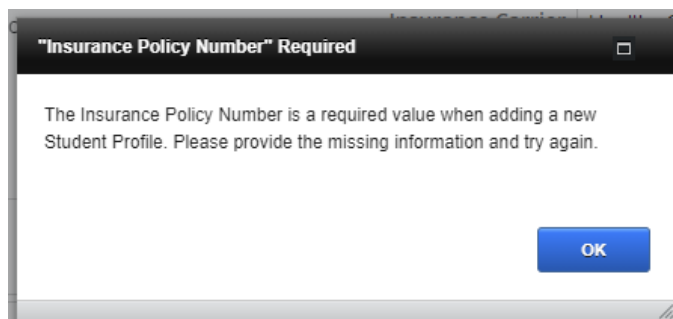
Cancel Add Student

Continue Add Student

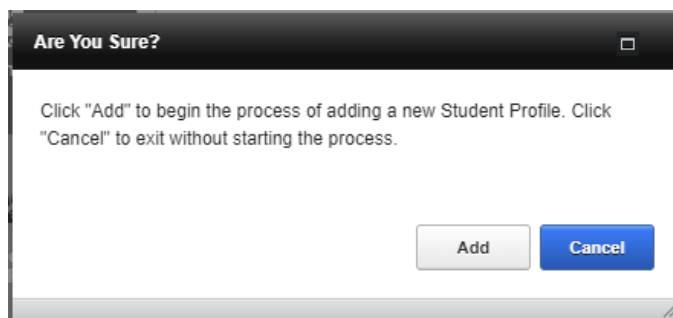
If an authorized pickup, emergency contact relationship to student, are not indicated, the system will not allow you to proceed.



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:

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students


Classes

Family Schedule

Billing & Payments

Students > View Student Profile > Miles Morales

Demographics	Authorized Pick Up	Emergency Contact	Medical/Allergy Info
First Name Miles		Address Line 1 20 Ingram Street	
Last Name Morales		Address Line 2	
		City Pittsburgh	
Date of Birth 12/14/2010		State PA	
Grade 5		Zip Code 15211	
Gender M		T-Shirt Size	
Ethnic Group African-American/Black			

 Edit Student Profile

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."

The screenshot shows a web interface for Carnegie Mellon University. At the top is a red navigation bar with the university's name. Below it, the page title is "Gelfand Center". A message states: "A match to an existing Student already linked to your profile was found by Full Name and Birth Date for GWEN PARKER. The possible match is shown below. 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." Below this message, it says "Click 'Cancel' to exit the process." There is a table with three columns: "Student Name", "Date of Birth", and "Grade". The first row is labeled "Inactive" in italics. The second row contains the data: "Gwen Parker", "9/27/2009", and "5". At the bottom right of the form is a red button with a white "X" icon and the text "Cancel".

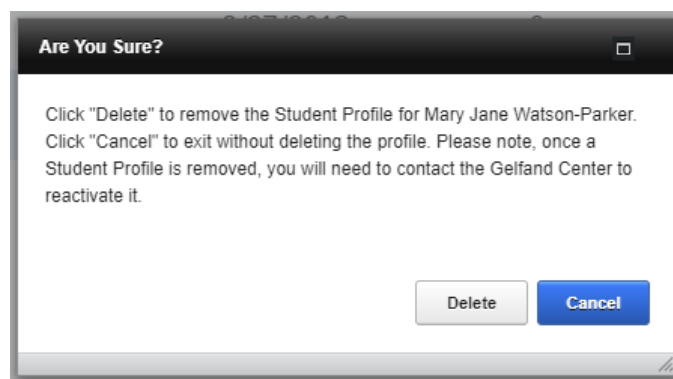
Student Name	Date of Birth	Grade
<i>Inactive</i>		
Gwen Parker	9/27/2009	5

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:

Carnegie Mellon University

Gelfand Center

A possible match to an existing Student by Full Name and Birth Date was found when adding the new Student Profile for Mary Jane Watson-Parker. 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.

Click "Cancel" to exit the process.

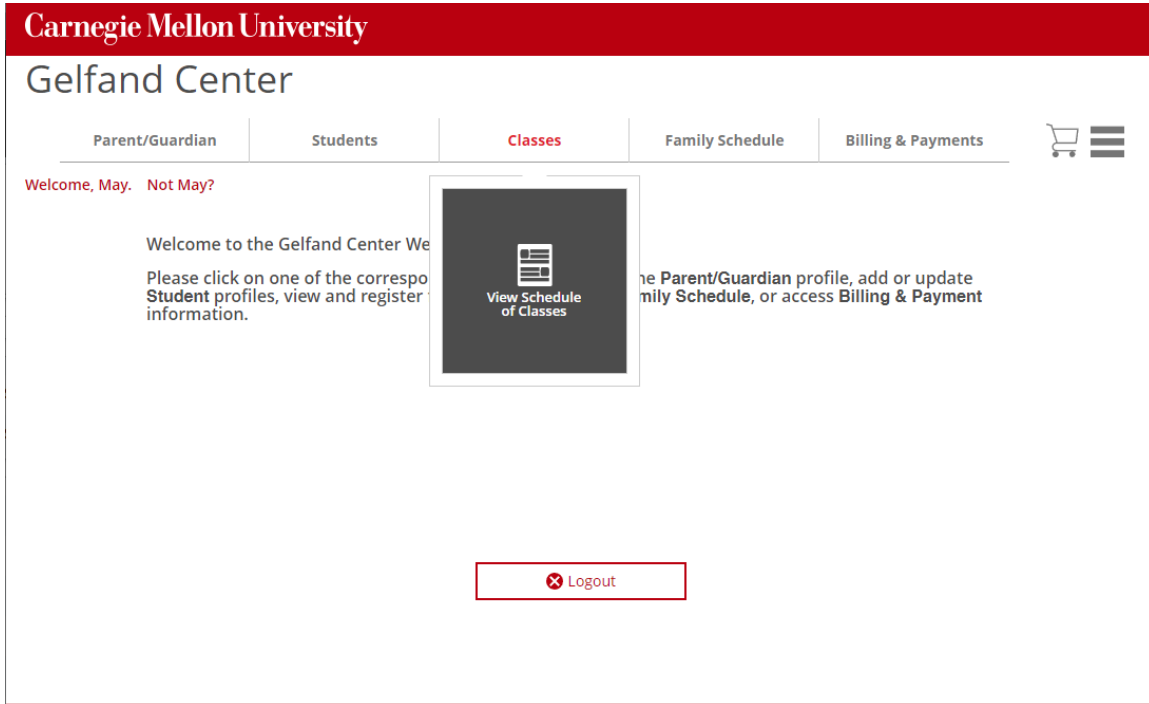
Student Name	Date of Birth	Grade
<i>Inactive</i>		
Mary Jane Watson-Parker	9/22/2010	4

✕ Cancel

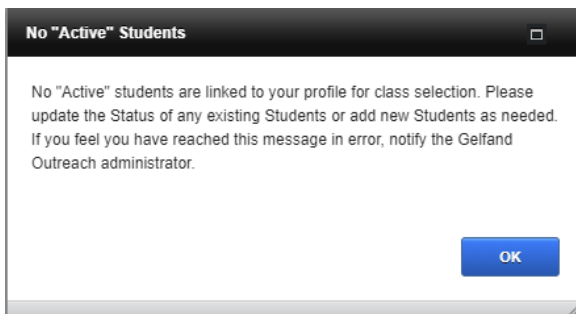
Only a member of the Gelfand Center may reactivate inactive students.

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.




View Class Descriptions

Carnegie Mellon University
Gelfand Center

Parent/Guardian
Students
Classes
Family Schedule
Billing & Payments

Classes > View Class Descriptions
Filter Classes

Class Name	Grade Level	Scheduled Date	Scheduled Time	Price	
TEST - Bug-Bots	0 - 2	09/26/2020 - 09/26/2020	09:00:00 - 12:00:00	55	+ Add Class to Schedule
<div> Instructor </div> <div>  <p>Pam Piskurich</p> </div> <div> Class Description </div> <div> <p>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.</p> </div> <div> Instructor Bio(s) </div> <div> <p>Pamela J. Piskurich is the program director of the Gelfand Center for Service Learning and Outreach. She develops and teaches classes for the GO Saturday Series Program and conducts the GO 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 22 years.</p> </div>					
TEST - Wearable Computers	7 - 9	09/26/2020 - 09/26/2020	9:00:00 - 12:00:00	55	+ Add Class to Schedule
<div> Instructor </div> <div> Class Description </div>					

Filter Classes

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

The screenshot shows the top navigation bar with 'Family Schedule' and 'Billing & Payments' tabs. Below them is a 'Filter Classes' button with a dropdown arrow. The dropdown menu is open, showing two options: 'Filter By Grade' and 'Filter By Date'. In the background, a table header is visible with columns: Date, Scheduled Time, Price, and an 'Add to Schedule' button.

By Grade

The 'Filter By Grade' dialog box is shown. It has a title bar 'Filter Classes' and a section 'Select Grade Level'. Below this, there is a list of grade levels from 0 to 12, each with an unchecked checkbox. At the bottom, there are two buttons: a green 'Filter' button and a red 'Cancel' button.

By Date

The 'Filter By Date' dialog box is shown. It has a title bar 'Filter Classes' and a section 'Select Starting Date'. Below this, there is a list of dates: 9/26/2020, 10/10/2020, 11/7/2020, and 12/5/2020, each with an unchecked checkbox. At the bottom, there are two buttons: a green 'Filter' button and a red 'Cancel' button.

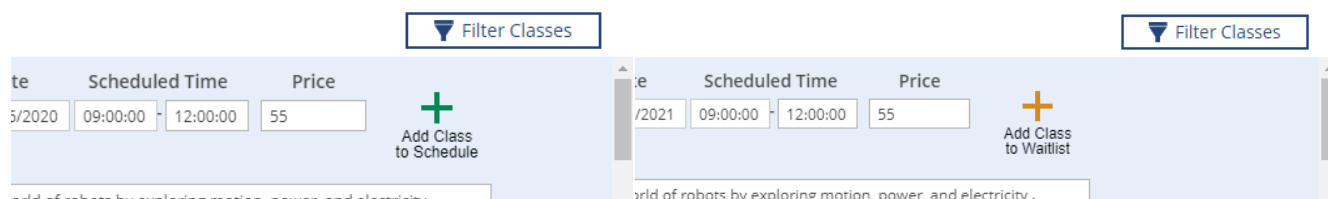
Registration Coming Soon Indication

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.

The screenshot shows a table with columns: Grade Level, Scheduled Date, Scheduled Time, Price, and Class Description. The first row of data shows Grade Level 4, Scheduled Date 1/29/2022, Scheduled Time 9:00:00, and Price 55. To the right of the Price column, the text 'Registration Coming Soon!' is displayed in red. Above the table, there are two buttons: 'Show All Classes' and 'Filter Classes'.

Waitlisted Classes Indication

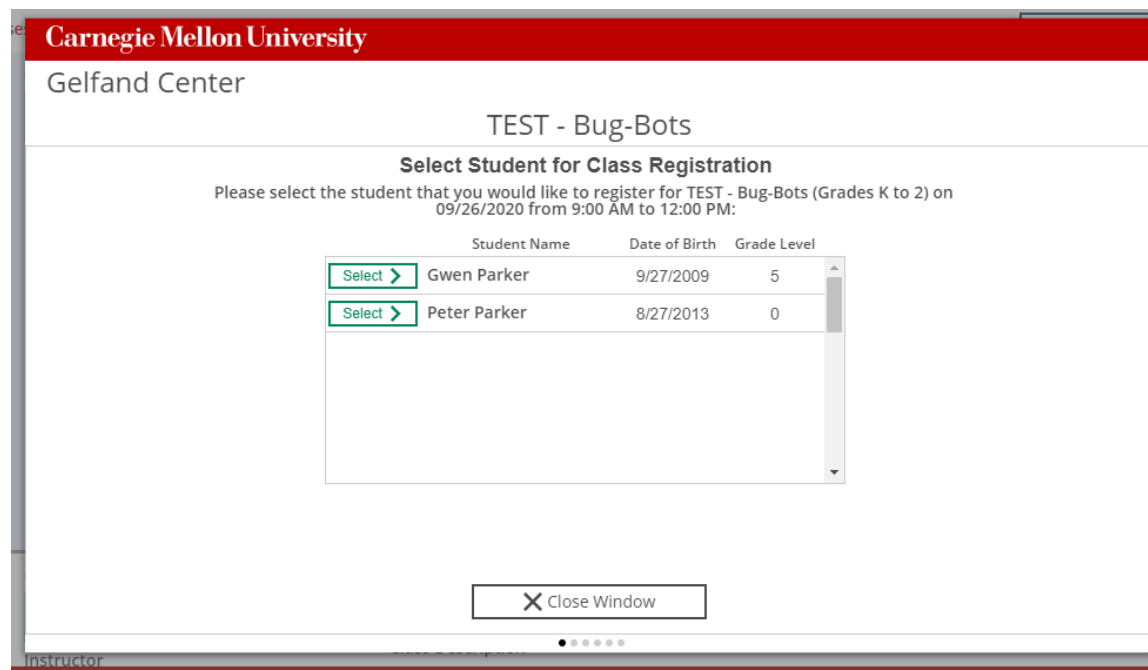
If a class is full, and “waitlist only”, the option to enroll in the course instead of having a **green** plus and the “Add Class to Schedule” will instead be an **orange** plus with the text, “Add Student to Waitlist”. From there, the registration process is the same for open and waitlisted classes.



The image shows two side-by-side screenshots of a class registration interface. Both screenshots display a table with columns for 'Date', 'Scheduled Time', and 'Price'. In the left screenshot, the 'Add Class to Schedule' button is highlighted with a green plus sign. In the right screenshot, the 'Add Class to Waitlist' button is highlighted with an orange plus sign. Both buttons are located next to a class entry for '5/2020' or '5/2021' with a scheduled time of '09:00:00 - 12:00:00' and a price of '55'.

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.



The image is a screenshot of a web application window titled 'Carnegie Mellon University' and 'Gelfand Center'. The main heading is 'TEST - Bug-Bots'. Below this, the text reads 'Select Student for Class Registration' and 'Please select the student that you would like to register for TEST - Bug-Bots (Grades K to 2) on 09/26/2020 from 9:00 AM to 12:00 PM:'. A table lists two students:

	Student Name	Date of Birth	Grade Level
Select >	Gwen Parker	9/27/2009	5
Select >	Peter Parker	8/27/2013	0

At the bottom of the window, there is a 'Close Window' button. The window also shows a progress indicator with five dots, where the first dot is filled, indicating the current step in the registration process.

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.

Carnegie Mellon University

Gelfand Center

Build Your Own Flux Capacitor (TEST)

Affirm Understanding and Release of Liability

Understanding and Release of Liability for Peter Parker

Introduction. I want my minor child to participate in the Gelfand Outreach Spring 2022 Series (the "Program") at Carnegie Mellon University ("CMU"). Program activities may include, but are not limited to: Workshops involving hands-on learning activities, demonstrations, lectures and possible visits to campus labs (collectively, "Program Activities"). I understand that Program Activities may be suspended, terminated or shifted to a different format (e.g., in-person to remote or hybrid) due to COVID-19 or other circumstances, in CMU's sole discretion.

Remote Programming. For remote Program Activities, I understand that my minor child needs a computer and Internet connection and may need a CMU Andrew computer account. Andrew account holders may not give out their passwords or allow anyone else to use their account and must comply with all CMU guidelines found at: <https://www.cmu.edu/computing/services/security/identity-access/account/andrewaccount.html>. Remote Program Activities are not open to residents of Cuba, Iran, North Korea, Syria or the Crimea region of Ukraine.

Medical Treatment Authorization. If my minor child requires emergency medical treatment, in CMU's sole discretion, I authorize CMU to secure such treatment and I agree to be financially responsible for any resulting bills.

Photo/AV Permission. I give permission for CMU (or someone acting on CMU's behalf) to take photos or make audiovisual recordings of my minor child in connection with the Program, to use the resulting recordings for archival, educational and promotional purposes, and to share them with news media and current or potential funding partners. If I or my minor child supplies CMU with photos, videos or other materials containing my minor child's image or voice, I give CMU permission to use such materials in the same manner.

Transportation. Unless otherwise specifically indicated in Program materials, parent(s)/guardian(s) are responsible for providing all transportation in connection with the Program.

✕ Cancel

Continue >

Carnegie Mellon University

Gelfand Center

Build Your Own Flux Capacitor (TEST)

Affirm Understanding and Release of Liability (Continued)

Understanding and Release of Liability for Peter Parker

COPPA Parent/Guardian Notice and Consent – This provision is applicable only to participants under the age of 13. In compliance with the Children's Online Privacy Protection Act ("COPPA"), parents/guardians of children under 13 years of age must give verifiable consent to the collection, use and disclosure of their minor child's personal information collected by the Program on the Program's web site. The Program will or may collect the following personal information about your minor child: name, mailing address, phone number, email address, date of birth, online identifiers, IP address photo, video, or audio files containing your child's image or voice. In addition, the Program will or may collect the following information about you: name, address, phone number, email address. The Program will use this information to administer, operate and promote the program. The Program's Privacy Policy is available at 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 securing 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.

You must agree with and sign this Understanding and Release of Liability in order for your minor child to participate in the Program. If you choose not to sign it, your child may not participate in the Program.

☐ By checking this box and entering my name below, I am submitting my digital signature and verifying that I have read the Understanding and Release of Liability, agree to all its terms and conditions, and intend to be legally bound by it.

✕ Cancel

Authorized Signature *

< Previous

Continue >

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.

Authorized Signature Required

The Last Name of the individual affirming the Understanding and Release of Liability should match the user currently logged into the system. Please provide the missing information and try again.

OK

Users will also need to complete the COVID-19 Attestation for Program Participants Form.

Carnegie Mellon University

Gelfand Center

Build Your Own Flux Capacitor (TEST)

Affirm COVID-19 Attestation For Program Participants

COVID-19 Attestation for Peter Parker

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.

By checking this box and entering my name below, I am submitting my digital signature and verifying that I have read the COVID-19 Attestation For Program Participants, agree to follow the mitigation requirements outlined above, and further assert the accuracy of the two attestation statements listed above.

Cancel

Authorized Signature *

M
Parker

Continue

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.

Carnegie Mellon University

Gelfand Center

Build Your Own Flux Capacitor (TEST)

Affirm Walk Home / Self Sign-out Status

Walk Home / Self Sign-out Status for Peter Parker

I give permission for my child to walk home / self sign-out at the conclusion of the Gelfand Outreach Spring 2022 Series program activities on the given day.

Signing this Walk Home / Self Sign-out Status is not mandatory. You may still enroll your minor son/daughter in the Program if you choose not to sign it. Please note: A status of "No" is assigned unless explicit permission is given by selecting the "Yes" option below.

☐ Yes ☐ No

By selecting "Yes" and entering my name below, I am submitting my digital signature and verifying that I have read the Photo / AV Permission, agree to all its terms and conditions, and intend to be legally bound by it.

✕ Cancel

Authorized Signature

First Name

Last Name

Continue >

Confirm registration.

Carnegie Mellon University

Gelfand Center

Build Your Own Flux Capacitor (TEST)

Confirm Class Registration

Click **Confirm Registration** to add Peter Parker to the for "Build Your Own Flux Capacitor (TEST)" (Grades K to 12). Please note that this class will be held on 4/16/2022 from 9:00 AM to 12:00 PM.

Click **Cancel Registration** to close this window and exit the process without adding Peter Parker to the for this class.

✕ Cancel Registration

Confirm Registration >

If there are other classes that are in the same grade level for your student available, they will be shown on this screen.

Carnegie Mellon University
Gelfand Center
Build Your Own Flux Capacitor (TEST)
Additional Classes Are Available!
Below are classes that may be of interest to you. Please make additional selections if desired, then proceed to the shopping cart for checkout.
PLEASE NOTE: You must complete the checkout procedure in order to secure the registration for each student.
Peter Parker may also be interested in attending one of these classes:

	Class Name	Grade Level	Date	Time
View Details >	How To Win Friends and Influence People (TEST)	K to 12	2/12/2022	9:00:00
View Details >	How To Be In Two Places At Once (TEST)	K to 12	3/12/2022	9:00:00

X Close Window

View Shopping Cart

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:

Student Already Registered

The class roster for "TEST - Bug-Bots" indicates that Peter Parker is already registered. If you feel you have reached this message in error, please contact a member of the Gelfand Center team.

OK

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.

Carnegie Mellon University

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Parent/Guardian

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Billing & Payments > Shopping Cart

Continue to Checkout >

Student Name	Class Date	Class	Amount Due
Peter Parker	4/16/2022	Build Your Own Flux Capacitor (TEST)	\$55.00

Remove from Cart

☒ Request Financial Aid

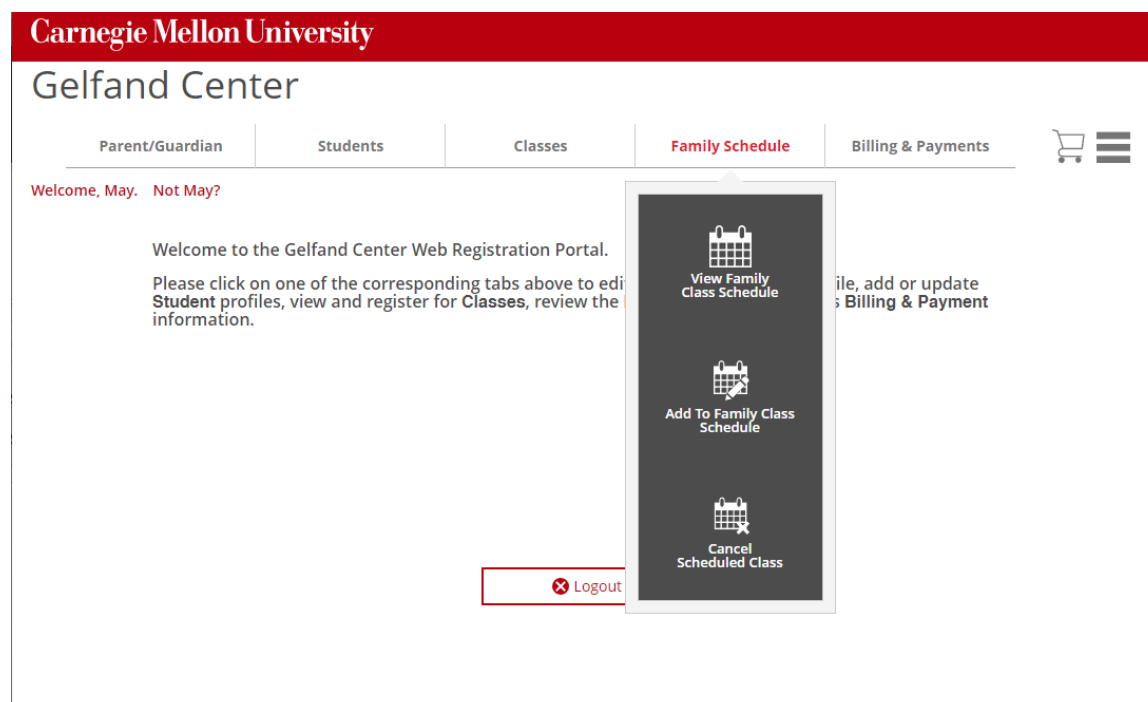
When requesting financial aid, you are asked to submit the first page of your most recent PA 1040 tax return form via email to the Gelfand Center (GelfandCenter@andrew.cmu.edu) for review. Seats in selected classes will be held for two (2) weeks from initial registration date. Once any financial aid 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.

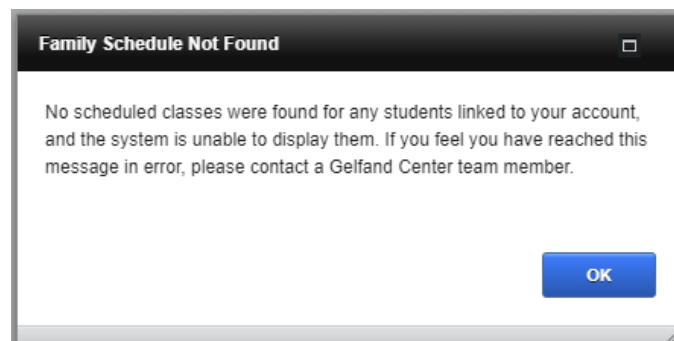
The checkout process continues on pg. 48.

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:



View Family Schedule

Displayed below is what the family schedule will look like.

Carnegie Mellon University

Gelfand Center

Parent/Guardian


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Billing & Payments







Family Schedule > View Family Schedule

 Directions

 Update Registration

Semester: Fall 2020

Next Upcoming Class Date: 09/26/2020

Student Name		Class	Roster Status	Letter(s) Accept. Med. Photo			Date(s)	Time	
Peter	Parker	TEST - Bug-Bots	Registered				09/26/2020	09:00:00	12:00:00
Peter	Parker	TEST - Your Brain's Sensory World	Registered				10/10/2020	09:00:00	12:00:00

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:

Carnegie Mellon University
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[Family Schedule > Update Family Schedule](#)[Directions](#)[Update Class Schedule](#)

Semester: Spring 2021
Next Upcoming Class Date: 02/06/2021

Student Name		Class	Roster Status	Letter(s) Accept. Med. Photo	Date(s)	Time		Update
Peter	Parker	TEST - Bug-Bots	PAID		02/06/2021	9:00 AM	12:00 PM	
Peter	Parker	TEST - Your Brain's Sensory World	Registered		03/13/2021	9:00 AM	12:00 PM	
Gwen	Parker	TEST - Animations with the Wick Editor	PAID		03/27/2021	9:00 AM	12:00 PM	
Gwen	Parker	TEST - Worm Doctor: Genes and Diseases	Registered		04/10/2021	9:00 AM	12:00 PM	

Confirm your selection:

***Carnegie Mellon University**
Gelfand Center

Are you sure?

Click **Remove** to **CANCEL** the registration for Peter Parker in "TEST - Bug-Bots" on 02/06/2021.

Click **Keep** to leave registration unchanged.

Remove

Keep

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:

***Carnegie Mellon University**

Gelfand Center

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


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.


X OK

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.

Carnegie Mellon University


Gelfand Center


[Parent/Guardian](#) | [Students](#) | [Classes](#) | [Family Schedule](#) | **[Billing & Payments](#)**  


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 account information.

 Logout


View Shopping Cart


View Invoices


Make a Payment

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.

Carnegie Mellon University

Gelfand Center


Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Shopping Cart

Student Name	Class Date	Class	Amount Due	
Peter Parker	02/06/2021	TEST - Bug-Bots	\$55.00	Remove from Cart
Peter Parker	03/13/2021	TEST - Your Brain's Sensory World	\$55.00	Remove from Cart

☐ 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.

☐ Select Payment Schedule

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.

Continue to Checkout >

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

Uninvoiced Classes Not Found

No uninvoiced 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.

OK

Remove From Cart

Carnegie Mellon University

Gelfand Center


Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Shopping Cart

Student Name	Class Date	Class	Amount Due
Peter Parker	09/26/2020	TEST - Bug-Bots	\$55.00

☐ 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 >

+ Add to Cart

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

Cancel – Remove Class & Add to Cart

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

Carnegie Mellon University

Gelfand Center


Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Shopping Cart

Student Name	Class Date	Class	Amount Due	
Peter Parker	09/26/2020	TEST - Bug-Bots	\$55.00	+ Add to Cart

☐ 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 >

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:

Are You Sure?

☐

You have requested financial aid. Click "Continue" to proceed to the checkout area in order to complete the registration process. Click "Cancel" to return to the selection window and update selected classes or change payment options.

Cancel

Continue

Are You Sure?

☐

You have selected the "Single Payment Option" and requested financial aid. Click "Continue" to proceed to the checkout area in order to complete the registration process. Click "Cancel" to return to the selection window and update selected classes or change payment options.

Cancel

Continue

Are You Sure?

☐

You have selected the "Payment Plan Option" and requested financial aid. Click "Continue" to proceed to the checkout area in order to complete the registration process. Click "Cancel" to return to the selection window and update selected classes or change payment options.

Cancel

Continue

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

PLEASE NOTE: Any credit card payments take 3-5 days to be reflected in this system. If you have made a payment via credit card within the past 48 hours, please check your email for a receipt from GelfandCenter@andrew.cmu.edu.

Gelfand Center


Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Select Payment Type > Invoice Inv00001596 Details

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

Print Invoice to Pay by Mail

Student Name	Class Date	Class	Amount Due
Peter Parker	4/16/2022	Build Your Own Flux Capacitor (TEST)	\$55.00

Invoice Inv00001596 Total:

\$55.00

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:

Carnegie Mellon University

Gelfand Center



Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Invoice Details > Invoice Inv00001393 Details

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

Student Name	Class Date	Class	Class Fee	Paid	Financial Aid	Balance
Peter Parker	02/27/2021	TEST - Bug-Bots	\$55.00	\$0.00	\$45.00	\$10.00

Invoice Total: \$55.00 Balance: \$10.00

View Payment Receipt

Please Note: The Gelfand Center Registration System requires pop-ups to work properly. Please disable pop-up blockers in your browser's settings before viewing and / or printing the receipt.

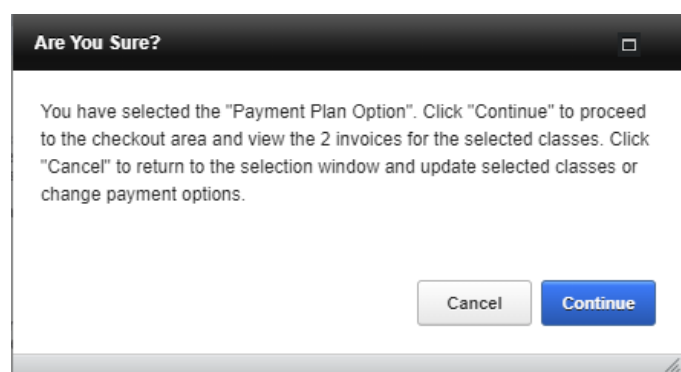
Users will also be able to see an updated payment receipt showing that financial aid has been awarded.

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:



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

Carnegie Mellon University

Gelfand Center


Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments



Billing & Payments > Shopping Cart

Continue to Checkout >

Student Name	Class Date	Class	Amount Due	
Peter Parker	2/12/2022	How To Win Friends and Influence People (TEST)	\$55.00	Remove from Cart

☐ Request Financial Aid

When requesting financial aid, you are asked to provide information about your financial situation (GelfandCenter@andrew.cmu.edu) for review. Financial aid is awarded, if any outstanding balance is not paid.

Please note: You are unable to submit payment information until you complete the registration process.

via email to the Gelfand Center

registration date. Once any financial aid is

to a student on the waiting list.

to the checkout area in order to

Are You Sure?

Click "Continue" to proceed to the checkout area and view the invoice for the selected class. Click "Cancel" to return to the selection window and update selected classes or change payment options.

Cancel

Continue

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.

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Billing > Invoice Inv00000919

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

Student Name	Class	Amount Due
Peter Parker	TEST - Your Brain's Sensory World	\$55.00

Invoice Total: \$0.00

Pay Invoice Now via Credit Card

Print Invoice to Pay by Mail

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.

View Invoices

Carnegie Mellon University

Gelfand Center

Parent/Guardian

Students

Classes

Family Schedule

Billing & Payments

Billing & Payments > Invoice List

Invoice Number	Invoice Date	Due Date	Status	Billed Amount	Balance Due	
Inv00001368	9/16/2020	9/26/2020		\$55.00	\$55.00	Make Payment >
Inv00001369	9/16/2020	9/30/2020		\$55.00	\$55.00	Make Payment >

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.

Carnegie Mellon University

Gelfand Center

Cancellation Policy

If you have paid for a class and for any reason you must cancel your registration, you will receive a refund (less the \$25 Cancellation Fee) if you cancel by 5:00 PM the Friday, one week, before class starts. After that time, there will NO refunds.

For example, a class beginning on 03/13/2021 must be cancelled by 5:00 PM on Friday, 3/5/2021.

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

Cancel >

Acknowledge >

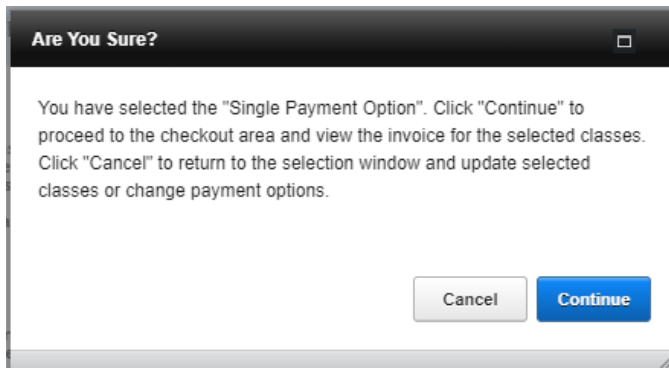
Payment

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.

Carnegie Mellon University

PLEASE NOTE: Any credit card payments take 3-5 days to be reflected in this system. If you have made a payment via credit card within the past 48 hours, please check your email for a receipt from GelfandCenter@andrew.cmu.edu.

Gelfand Center

Parent/Guardian
Students
Classes
Family Schedule
Billing & Payments

Shopping Cart

Billing & Payments > Select Payment Type > Invoice Inv00001597 Details

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

Pay Invoice Now via Credit Card

Print Invoice to Pay by Mail

Student Name	Class Date	Class	Amount Due
Peter Parker	2/12/2022	How To Win Friends and Influence People (TEST)	\$55.00
Peter Parker	4/16/2022	Build Your Own Flux Capacitor (TEST)	\$55.00
Invoice Inv00001597 Total:			\$110.00

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.

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:

Family Schedule > View Family Schedule

Directions
Update Class Schedule

Semester: Spring 2021
Next Upcoming Class Date: 02/06/2021

Student Name	Class	Roster Status	Letter(s) Accept. Med. Photo	Date(s)	Time
Peter Parker	TEST - Bug-Bots	Registered	Download Print Photo	02/06/2021	9:00 AM 12:00 PM
Peter Parker	TEST - Your Brain's Sensory World	Registered	Download Print Photo	03/13/2021	9:00 AM 12:00 PM

Acceptance Letter Not Found

An Acceptance Letter for Peter Parker could not be found for the TEST - Bug-Bots class. If you feel you have reached this message in error, please contact a Gelfand Outreach administrator.

OK

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:

Carnegie Mellon University

Gelfand Center

Cancellation Policy

If you have paid for a class and for any reason you must cancel your registration, you will receive a refund (less the \$25 Cancellation Fee) if you cancel by 5:00 PM the Friday, one week, before class starts. After that time, there will be NO refunds.

For example, a class beginning on 2/19/2022 must be cancelled by 5:00 PM on Friday, 2/11/2022.

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

✕ Cancel

Acknowledge >

They will then be redirected to the CashNet Payment Portal.

Carnegie Mellon University

Gelfand Center

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.

✕ Cancel

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.

Carnegie Mellon University



checkout sign out

CMU - Leonard Gelfand Center

Enter credit card information

IMPORTANT: When processing a credit card that has an international address, enter the required street address and city, and optional zip/postal code in the appropriate fields within the Billing Information section. However, leave the State field blank. Now, select the correct country from the drop-down list provided and continue to process the transaction as usual.

Credit Card Number

*

Expiration Month

Select Month ▼

*

Expiration Year

Select Year ▼

*

Cardholder Name

May Parker

*

Address

20 Ingram Street

*

City

Pittsburgh

*

State/Province/Region

PA

*

Zip/Postal Code

15211

*

Country

United States ▼

Email Address

GelfandCenter@andrew.cmu.edu

*

AMERICAN EXPRESS

DISCOVER

MasterCard

VISA

We accept:

JCB

NOVUS

Total Amount:

\$110.00

(You'll have a chance to review this order before it's final.)


Continue Checkout

[Use of Personal Information](#) (webce-000N)

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.

Carnegie Mellon University



[checkout](#) [sign out](#)

CMU - Leonard Gelfand Center

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Gelfand Outreach Spring 2021 Class Fee (TEST - Bug-Bots (Spr21_2_TES_TESTBB01))	\$55.00
Inv00001390	
SILI00002673	
PP0001538	
Spr21_2_TES_TESTBB01	
Gelfand Outreach Spring 2021 Class Fee (TEST - Your Brains Sensory World (Spr21_3_TES_TESTYBSW01))	\$55.00
Inv00001390	
SILI00002674	
PP0001538	
Spr21_3_TES_TESTYBSW01	
Total Amount	\$110.00

Payment Information

Credit Card Number:	Visa XXXXXXXXXXXX1111
Expiration Date:	0125
Cardholder Name:	May Parker
Address:	20 Ingram Street
City:	Pittsburgh
State/Province/Region:	PA
Zip/Postal Code:	15211
Country:	United States
Email Address:	GelfandCenter@andrew.cmu.edu

Submit Payment

[Use of Personal Information](#) (webce-000N)

After choosing to "Submit Payment", the **user will immediately be signed out of CASHNet.**

GelfandOutreach_Web (PGH-GEL) x
CASHNet x
+


← → ↻
train.cashnet.com/cashneti/selfserve/CheckoutEnd.aspx

Apps
GelfandOutreach_...
test-credit-card-nu...
CASHNet

You have been signed out.

Users will then be emailed a receipt.

Thank you for your payment



klavery@andrew.cmu.edu
To CMU Gelfand Center

Reply

Reply All

Forward

...

Thu 2/4/2021 1:15 PM

Receipt Number: 136856
Gelfand Outreach
Current Date: 02/04/2021
Business Date: 03/16/2020

Description	Amount
Gelfand Outreach Spring 2021 Class Fee (TEST - Bug-Bots (Spr21_2_TES_TESTBB01)) Inv00001390 SILI00002673 PP0001538 Spr21_2_TES_TESTBB01	\$55.00
LGC GO Spring 2020 Class Fee Gelfand Outreach Spring 2021 Class Fee (TEST - Your Brains Sensory World (Spr21_3_TES_TESTYBSW01)) Inv00001390 SILI00002674 PP0001538 Spr21_3_TES_TESTYBSW01	\$55.00
LGC GO Spring 2020 Class Fee	
Total	\$110.00

Payments Received	Amount
CC Visa XXXXXXXXXXXXXXX1111 Authorization # TEST56	\$110.00
Total	\$110.00

Thank you for the payment.

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”.

The screenshot displays the Carnegie Mellon University Gelfand Center web registration portal. At the top, a red header bar contains the university's name. Below this, the page title "Gelfand Center" is visible. A navigation bar includes tabs for "Parent/Guardian", "Students", "Classes", "Family Schedule", and "Billing". The main content area features a welcome message for May and a "Not May?" link. A large "Logout" button with a red 'X' icon is positioned at the bottom center. On the right side, a dark grey dropdown menu is open, listing various options: "Parent/Guardian", "Students", "Classes", "Family Schedule", "Invoices", "Payments", "Account Options", and "Log Out" (highlighted with a red 'X' icon).

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: [SILI00002677_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



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:

Parent/GuardianStudentsClassesFamily ScheduleBilling & Payments

Family Schedule > View Family Schedule

Semester: Spring 2021
Next Upcoming Class Date: 02/06/2021

DirectionsUpdate Class Schedule

Student Name		Class	Roster Status	Letter(s) Accept. Med. Photo	Date(s)	Time
Peter Parker		TEST - Bug-Bots	PAID	  	02/06/2021	9:00 AM 12:00 PM
Peter Parker		TEST - Your B			03/13/2021	9:00 AM 12:00 PM
Gwen Parker		TEST - Animat			03/27/2021	9:00 AM 12:00 PM
Gwen Parker		TEST - Worm			04/10/2021	9:00 AM 12:00 PM

Download Files

Your files are ready for download. Please click the button to download each file:

SIL100002660_Letter.pdf

Close

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

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

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,



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 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,



Summer Acceptance w/ After Care 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 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,



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

4902 Forbes Avenue, Cyert Hall A64
Pittsburgh, PA 15213
PH: 412-268-1863
GelfandCenter@andrew.cmu.edu

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,



Summer Pending 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 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,



Summer w/ After Care Pending 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. 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,



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

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

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,



Summer 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 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,



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

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

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,



Summer Financial Aid Award 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 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,



Summer w/ After Care Financial Aid Award 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 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,



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

4902 Forbes Avenue, Cyert Hall A64

Pittsburgh, PA 15213

PH: 412-268-1863

GelfandCenter@andrew.cmu.edu

<http://www.cmu.edu/gelfand>

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,



Summer Acceptance w/ Payment Plan 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 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,



Summer w/ After Care Acceptance w/ Payment Plan 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>

3/2/2021

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 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.

Carnegie Mellon University Human Resources	Parent/Guardian Release Form on Behalf of Minor Programs Involving Minors at Carnegie Mellon University
UNDERSTANDING AND RELEASE OF LIABILITY Gelfand Outreach (GO) Saturday Series	
Minor Participant Name Peter Parker	
<p>Introduction. I want my minor child to participate in the Gelfand Outreach Saturday Series (the "Program") at Carnegie Mellon University ("CMU"). Program activities may include, but are not limited to: Workshops involving hands-on learning activities, demonstrations, lectures and possible visits to campus labs (collectively, "Program Activities"). I understand that Program Activities may be suspended, terminated or shifted to a different format (e.g., in-person to remote or hybrid) due to COVID-19 or other circumstances, in CMU's sole discretion.</p>	
<p>Remote Programming. For remote Program Activities, I understand that my minor child needs a computer and Internet connection and may need a CMU Andrew computer account. Andrew account holders may not give out their passwords or allow anyone else to use their account and must comply with all CMU guidelines found at: https://www.cmu.edu/computing/services/security/identity-access/account/andrewaccount.html. Remote Program Activities are not open to residents of Cuba, Iran, North Korea, Syria or the Crimea region of Ukraine.</p>	
<p>Medical Treatment Authorization. If my minor child requires emergency medical treatment, in CMU's sole discretion, I authorize CMU to secure such treatment and I agree to be financially responsible for any resulting bills.</p>	
<p>Photo/AV Permission. I give permission for CMU (or someone acting on CMU's behalf) to take photos or make audiovisual recordings of my minor child in connection with the Program, to use the resulting recordings for archival, educational and promotional purposes, and to share them with news media and current or potential funding partners. If I or my minor child supplies CMU with photos, videos or other materials containing my minor child's image or voice, I give CMU permission to use such materials in the same manner.</p>	
<p>Transportation. Unless otherwise specifically indicated in Program materials, parent(s) /guardian(s) are responsible for providing all transportation in connection with the Program.</p>	
<p>COPPA Parent/Guardian Notice and Consent - This provision is applicable only to participants under the age of 13. In compliance with the Children's Online Privacy Protection Act ("COPPA"), parents/guardians of children under 13 years of age must give verifiable consent to the collection, use and disclosure of their minor child's personal information collected by the Program on the Program's web site. The Program will or may collect the following personal information about your minor child: name, mailing address, phone number, email address, date of birth, online identifiers, IP address photo, video, or audio files containing your child's image or voice. In addition, the Program will or may collect the following information about you: name, address, phone number, email address. The Program will use this information to administer, operate and promote the program. The Program's Privacy Policy is available at</p>	
Page 1	

Carnegie Mellon University

Human Resources

Parent/Guardian Release Form on Behalf of Minor
Programs Involving Minors
at Carnegie Mellon University

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 securing 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

Farmers

Physician Name

Medical Insurance Carrier

Phone: (412) 123-4567

Known Allergies: Tree Nuts

Health/Medical Issues: Student has ability to climb walls.

Medications:

Page 2

Carnegie Mellon University

Human Resources

Parent/Guardian Release Form on Behalf of Minor
Programs Involving Minors
at Carnegie Mellon University

People Authorized to Pick Up/Transport Minor Participant:

May Parker

Authorized Pick Up Name

Cell Phone: (412) 555-1234

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

12/7/2021 10:40:18 AM

Parent Name: May Parker

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/has 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


11/19/2021 11:39:28 AM

Parent Name: May Parker

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.



<p>Invoice: Inv00001606</p> <p>Registration Date: 12/13/2021</p> <p>Due Date: 12/27/2021</p> <p>May Parker 20 Ingram Street Pittsburgh, PA. 15211</p>	<p>Carnegie Mellon University Leonard Gelfand Center Gelfand Outreach Programs 5000 Forbes Avenue Cyert Hall A64 Pittsburgh, PA 15213</p> <p>PH: 412-268-1863 Email: GelfandCenter@andrew.cmu.edu http://www.cmu.edu/gelfand</p>
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Class Date	Class Name	Student Name	Amount
2/19/2022	Bug Bots	Peter Parker	\$55.00
Total Now Due:			\$55.00

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

<p>Invoice: Inv00001606</p> <p>May Parker 20 Ingram Street Pittsburgh, PA. 15211</p>	<p>Registration Date: 12/13/2021</p>	<p>Carnegie Mellon University Leonard Gelfand Center Gelfand Outreach Programs 5000 Forbes Avenue Cyert Hall A64 Pittsburgh, PA 15213</p>
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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



Receipt:
Inv00001391

Registration Date:
2/4/2021

Due Date:
2/6/2021

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

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
<http://www.cmu.edu/gelfand>

Class Date	Class Name	Student Name	Class Fee	Amount Paid
02/06/2021	TEST - Bug-Bots	Peter Parker	\$55.00	\$0.00
03/13/2021	TEST - Your Brain's Sensory World	Peter Parker	\$55.00	\$0.00

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



Receipt:
Inv00001393

Registration Date:
2/5/2021

Due Date:
2/19/2021

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

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
<http://www.cmu.edu/gelfand>

Class Date	Class Name	Student Name	Class Fee	Amount Paid
02/27/2021	TEST - Bug-Bots	Peter Parker	\$55.00	\$45.00
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



Receipt:
Inv00001606

Registration Date:
12/13/2021

Due Date:
12/27/2021

May Parker
20 Ingram Street
Pittsburgh, PA. 15211

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
<http://www.cmu.edu/gelfand>

Class Date	Class Name	Student Name	Class Fee	Amount Paid
2/19/2022	Bug Bots	Peter Parker	\$55.00	\$55.00
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