Getting to Know Your CHESS Study Place Account

When you enrolled in CHESS classes, you created a CHESS Study Place account. Through this account, you can view and manage enrollments; view your fees, billing, payment schedule, and payments; update your family information; view the carpool directory, see homework assignments, and much more.

To access your account, visit www.chessclasses.org and click the red words **LOG IN**. This will direct you to the log-in page for your account. You can also access this page directly by going to https://chess.studyplace.us/course/list/. You will see the **Login** button in the upper left.

Account or Family Page

Once you log in, you will see your family page. Here you can edit or add information about your family using the E**dit Family Information** button. Please make sure you have entered emergency contact information here. If you want to be included in the family directory or carpool list, be sure to check the box on that screen.

You will also see your current invoice, as well as other financial information. Any time a change is made in your account that will affect billing, you will be able to immediately see the details here.

By clicking on the **Payment History** button, you will be able to see a record of your payments to CHESS. The **Fees & Credits** button will display all of your charges and credits. The **Payment Schedule** button will show you the information you need to write your post-dated checks. The dates and amounts of each payment are listed here. You will notice that when you click on one button, the options for the other buttons will be at the top of the new screen.

My Students

Here you will be able to add students and see information about your existing students. Username, email address, ID #, birthday, etc., will be listed here. You have the option to edit any saved information, as well as the option to reset the password for your student(s). ***Please set up a password for each of your students here BEFORE the school year begins and ensure that they can log in successfully***.

Enrolled Courses

This contains a sortable and printable list of the enrolled courses for all of your students. This is also the screen you would use to drop a class during the two-day grace period.

Find Courses

This will take you to our "Browse and Search for Classes" feature, which you used to enroll in courses. If you click on a class, you will see links to the prospectus and teacher biography, as well an email link to the teacher.

My Cart

When you add items to your cart under the **Find Courses** tab, this is where you will go to complete the check-out process. You will also see links to copies of the *Family Participation Agreement* and our *Tuition, Fees, Payments and Refunds* documents.

StudyPlace LMS

This button will take you to the area of your account where you can see information about classes and assignments, as well as your Messages. If you prefer, you can log in directly to this area at https://chess.studyplace.us/family.

You will notice that there is a **Start** drop-down menu at the top of the page (near the left). It is here that you will be able to access the **Family Directory** and the **Family Carpool Directory**.(Note: you will only be able to view this information if you checked the "Permission to publish contact information in family directory" box in your family information screen.) You can also select **Login As** to log in as any of your students. You can also log out of your account on this page. The **Home Page** will take you to the CHESS home page.

Messages

The Messages feature is a fairly new feature to CHESS. By clicking on the Messages icon, you will be able to view a complete record of communication sent to you through the CHESS Study Place system. Registration and billing emails, as well as any administrative notices or other messages, can be viewed and managed here. You also have the option to reply by email. This feature will use the default email program on your computer.

Classes

Here you will be able to view details about current and previous enrolled classes. You can view all or only those for the current year. When you select a class, you will be able to see an overview and class description. Under the schedule tab, you will be able to view the dates for each class meeting. When you select a meeting day, you will be able to see details about that class day.

Assignments

If the teacher for a particular class posts assignments using this feature, you will be able to view them here.

We encourage you to log into your CHESS Study Place account regularly!