

Getting to Know Your CHESS Study Place Account

Quick To-Do List

- 1) Create a password for your student now, if you haven't already. See **My Students** on pg. 2.
- 2) Make sure you know where to access homework. See **Classes and Assignments** on pg. 3.
- 3) Locate the following features (see **Family Page** below) in your Family Account:
 - a) Payment Schedule
 - b) Edit Family info
 - c) Family directory/car pool list – check the box if you want to be included

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.

How to Access your Account

There are several separate areas of your account. While they all can be accessed through the CHESS website, it may be easier for you to access your account through the direct links provided below. We recommend you bookmark these links in your browser for ease of use.

Enrollment/course list: <https://chess.studyplace.us/courses>

Family account/billing: <https://chess.studyplace.us/myaccount>

Homework/Study Place (LMS) family log in: <https://chess.studyplace.us/family>

Homework/Study Place (LMS) student log in: <https://chess.studyplace.us/student>

To access your account via the CHESS website, visit <http://www.chessclasses.org>. To access the course list/family account/billing area of your account, click the red words **LOG IN**. This will direct you to the log-in page for your account. To access the class info/homework/LMS family log in, select **Homework/Study Place – LMS** from the **Families** drop-down menu on the CHESS website.

Family Account/Billing/Enrollment

Family Page

Once you log in, you will see your family page. Here you can edit or add information about your family using the **Edit Family Information** button. Please make sure you have entered emergency contact information here, as well as your basic contact information. 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. Please make sure you have filled in the appropriate information, including any learning challenges and/or medical conditions. 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. Students must log in at <https://chess.studyplace.us/student>***

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 as 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.

Study Place LMS

This is the area of your account where you can view information about classes and assignments, as well as your **Messages**. The message window will be open on your screen after login. Family directories are also located here.

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 website home page.

Message Board

The Message feature is a fairly new feature to CHESS. The Message Board will be visible when you log into Study Place, allowing you to quickly see Announcements and Messages. You can also view messages through 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, teacher messages, or other messages, can be viewed and managed here. You also have the option to reply to a message by email.

Here are a few tips on managing your messages:

- Messages are arranged with Unread Messages on top sorted by date, then Read Messages below sorted by date. A Read Message can be marked Unread, and an Unread Message can be marked Read.
- Messages that a teacher considers to be "Urgent" will be marked in red in your Message list.
- Family and student accounts can choose to show All Messages, Announcements Only, class Feedback Only, or Student Notes Only, in both Visible and Hidden Messages.
- Messages can also be Hidden after you no longer need them in view, and Hidden Messages can be made Visible again.
- If a Message is updated after you have marked it as Read or Hidden it, the updated Message will become Visible and Unread again, so you don't miss the update.
- Both Visible and Hidden Messages can be searched.

We recommend that you process Messages regularly, marking as Read the ones you still want to keep in view but don't need on top, and hiding those you no longer need in view at all. This way new Messages will be on top for you when you log in, and Messages you no longer need in view will be out of your way where you can still get to them later if you need to.

If you "Mark as Read" or, better yet, "Mark as Read and Hide" your Messages regularly, then anytime a Message is updated that Message will become Unread and Visible, with a special icon that indicates there is new content. Regular Message processing helps ensure you will never miss anything important, including important updates.

If you "reply" to a Message it will offer to open up a new email in your default email program (whatever you have set up in your computer) and assign the right "To" addressee and Subject.

From there you work with it like any other transactional email.

Students should check their Messages when they log in for class or assignments. Parents should check their Messages often as needed in overseeing their children's classes, which will vary depending on the ages of the students and the level of the courses.

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.

My Account

This icon will take you to the family account/billing/enrollment section of your account. This area can be accessed directly using the <https://chess.studyplace.us/myaccount> link listed above. Please note that if you do use this icon to access this portion of your account, you won't be able to return to the LMS portion without logging in again.

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