



HOUGHTON

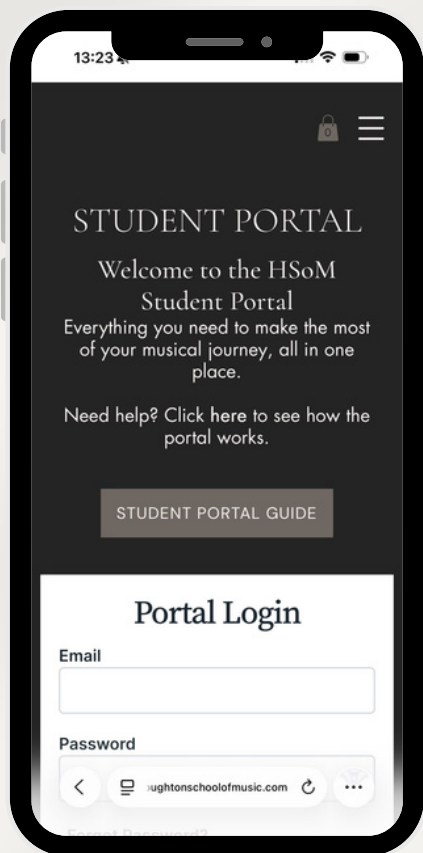
— SCHOOL OF MUSIC —

STUDENT PORTAL GUIDE.

*everything you need in one place.*



LOG IN HERE



HEAD TO OUR WEBSITE TO LOG IN

WWW.HOUGHTONSCHOOLOFMUSIC.COM

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# WELCOME TO YOUR STUDENT PORTAL.

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Your Student Portal is your go-to place for managing your lessons at Houghton School of Music.

From checking your timetable and managing payments to accessing backing tracks, lyrics and sheet music, everything you need is kept together in one easy place.

The portal is designed to make life simple for both students and parents, giving you quick access to important lesson information whenever you need it. You can keep track of upcoming lessons, submit cancellations and holiday requests, manage payments and access resources shared by your teacher.

We recommend checking your portal regularly and keeping it bookmarked on your phone or computer. It's the easiest way to stay organised, keep up with your practice and make the most of your lessons at Houghton School of Music.

KEEP IT BOOKMARKED.  
YOU'LL USE IT  
THROUGHOUT THE YEAR.



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# FIRST THINGS FIRST.

01

## **LOG IN**

Head to the Student Portal through the Houghton School of Music website.

02

## **SAVE YOUR LOGIN**

Keep your login details somewhere safe and bookmark the portal on your phone or computer.

03

## **CHECK YOUR DETAILS**

Make sure your contact information and student details are correct.

04

## **HAVE A LOOK AROUND**

Familiarise yourself with your lessons, payments and resources so you know where everything lives.

YOUR MUSIC.  
YOUR SPACE.



LOG IN HERE

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# KEEP TRACK OF YOUR LESSONS.

Your portal makes it easy to keep on top of your HSoM timetable.

01

## **VIEW UPCOMING LESSONS**

Check dates and times for your scheduled tuition.

02

## **KEEP TRACK OF YOUR SCHEDULE**

See what's coming up without having to dig through messages.

03

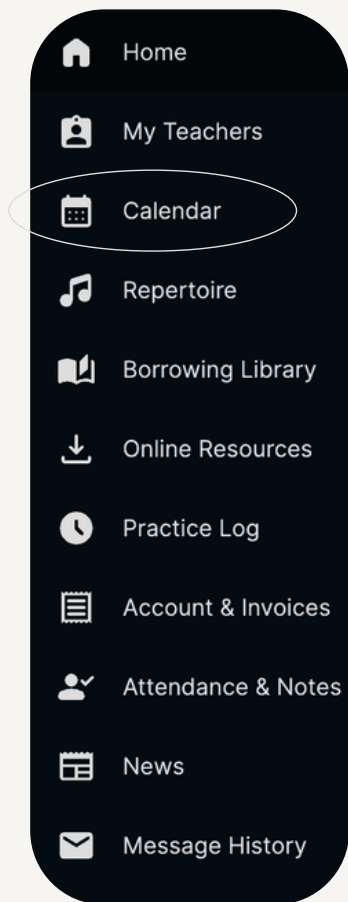
## **MANAGE CANCELLATIONS**

If you can't attend a lesson, submit your cancellation through the Student Portal with at least 24 hours' notice, in line with our Terms & Conditions.

CAN'T MAKE A LESSON?

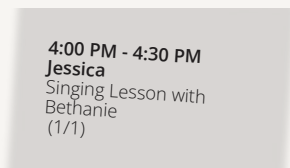
THE PORTAL SHOULD BE YOUR FIRST STOP.

# HOW TO CANCEL A LESSON.

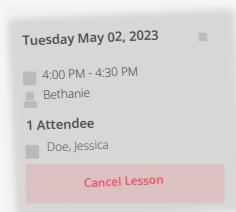


1. Navigate to **"Calendar"** from the main menu on the left

2. Click on the lesson you want to cancel

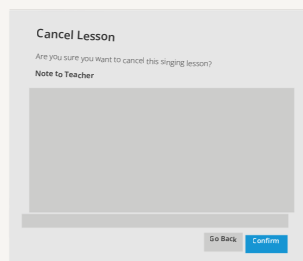


3. Click the **"Cancel Lesson"** button



4. Review the cancellation policy and click **"Confirm"**

*You also have the option to leave a note for your teacher about your cancellation*



ALL LESSONS MUST BE CANCELLED VIA THE PORTAL WITH AT LEAST 24 HOURS' NOTICE OR YOU WILL STILL BE CHARGED.

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# PRACTICE STARTS HERE.

Your portal isn't just for admin. It's also where you can access lesson resources shared with you, including:

01

**BACKING TRACKS**

02

**LYRICS**

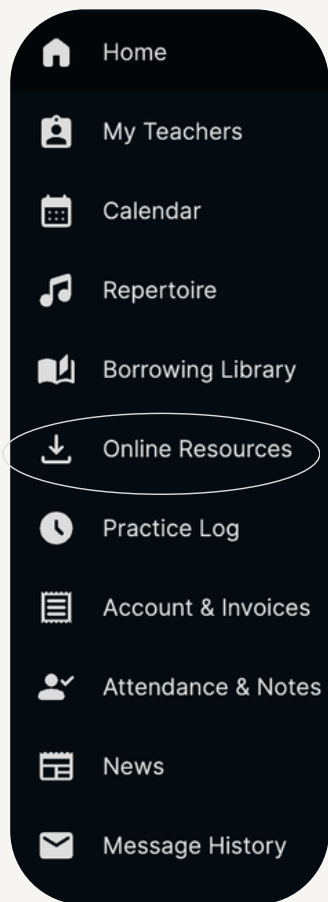
03

**SHEET MUSIC**

Everything is kept together so you can easily find what you need between lessons.

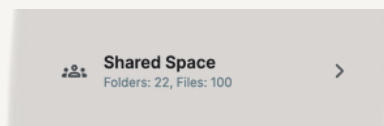
*lesson > practice > progress > repeat*

# HOW TO ACCESS RESOURCES.

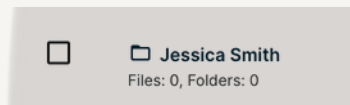


1. Navigate to **"Online Resources"** from the main menu on the left

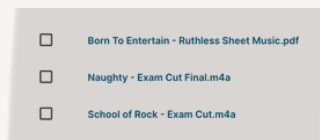
2. Open 'Shared Space'.



3. Find the folder with your name.



4. All your resources will be stored here. Open a file to view or download it.



EVERYTHING FROM YOUR LESSON,  
READY WHEN YOU NEED IT.

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# KEEPING IT SIMPLE.



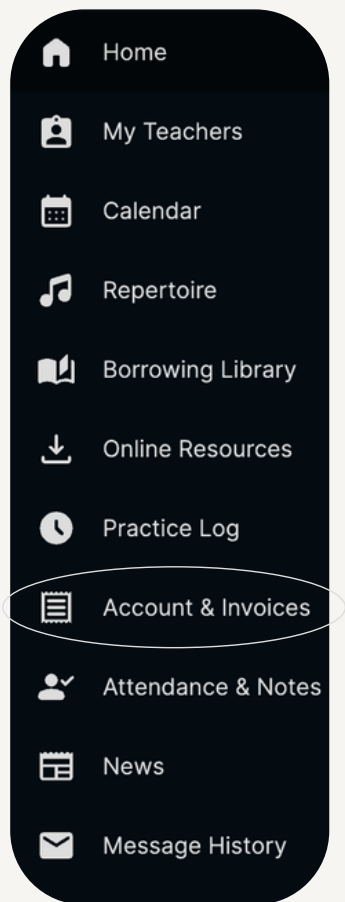
## **PAYMENTS**

Lesson fees are due on the first of each month and are paid in advance.

Payments can be managed online, with options including Apple Pay, bank transfer, or automatic payments by securely adding your payment details to the Student Portal.

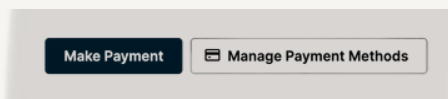
*Simple payments. Sorted.*

# HOW TO ADD YOUR CARD DETAILS.

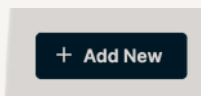


1. Navigate to "**Account & Invoices**" from the main menu on the left

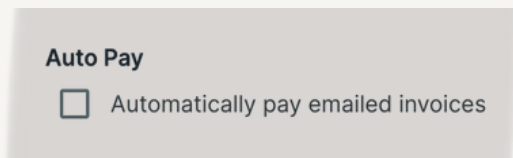
2. Select 'Manage Payment Methods'



3. Select 'Add New'



4. Once you've entered your payment details, select Auto Pay. Your monthly lesson fees will then be taken automatically on the 1st of each month, once your invoice has been issued. Finally, select Add to save your payment method.



SET IT ONCE.  
WE'LL HANDLE THE REST.

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# WANT TO FIND IT EASILY?

Keep your Student Portal one tap away by adding it to your Home Screen.

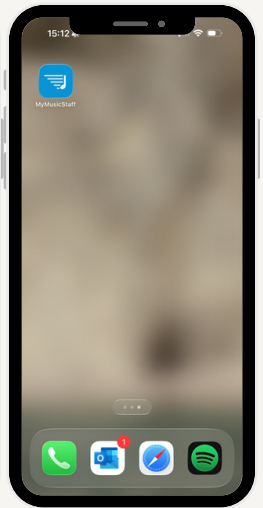
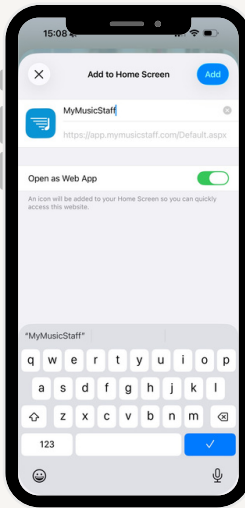
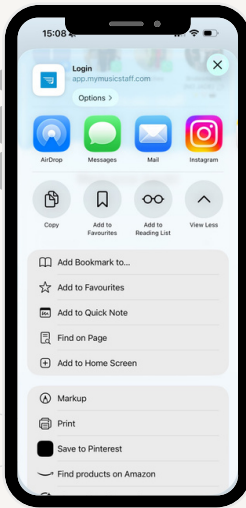
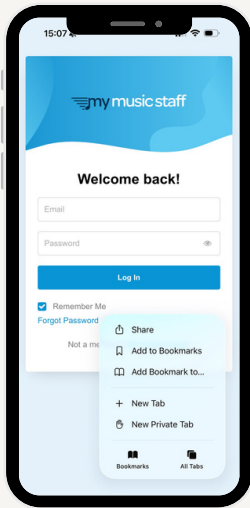
01

## **ADD THE PORTAL TO YOUR HOME SCREEN (iOS)**

Save the Student Portal to your phone's Home Screen for quick and easy access, just like an app.

*Your portal makes it easy to keep  
on top of your HSoM timetable.*

# HOW TO ADD THE PORTAL TO YOUR HOME SCREEN (iOS).



1. Open your browser and go to mymusicstaff.com. Log in to your Student Portal, tap the three dots in the bottom-right corner and select “Share”.
2. Scroll down and select Add to Home Screen.
3. A preview of the shortcut will appear. Tap ‘Add’ to confirm.
4. The Student Portal will now appear on your Home Screen, just like an app, so you can access it quickly whenever you need it.

# GOOD TO KNOW.

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## **SAVE IT.**

Add the Student Portal to your Home Screen for easy access.

## **CHECK IT.**

Your timetable, invoices and lesson resources are all kept in one place.

## **CAN'T MAKE IT?**

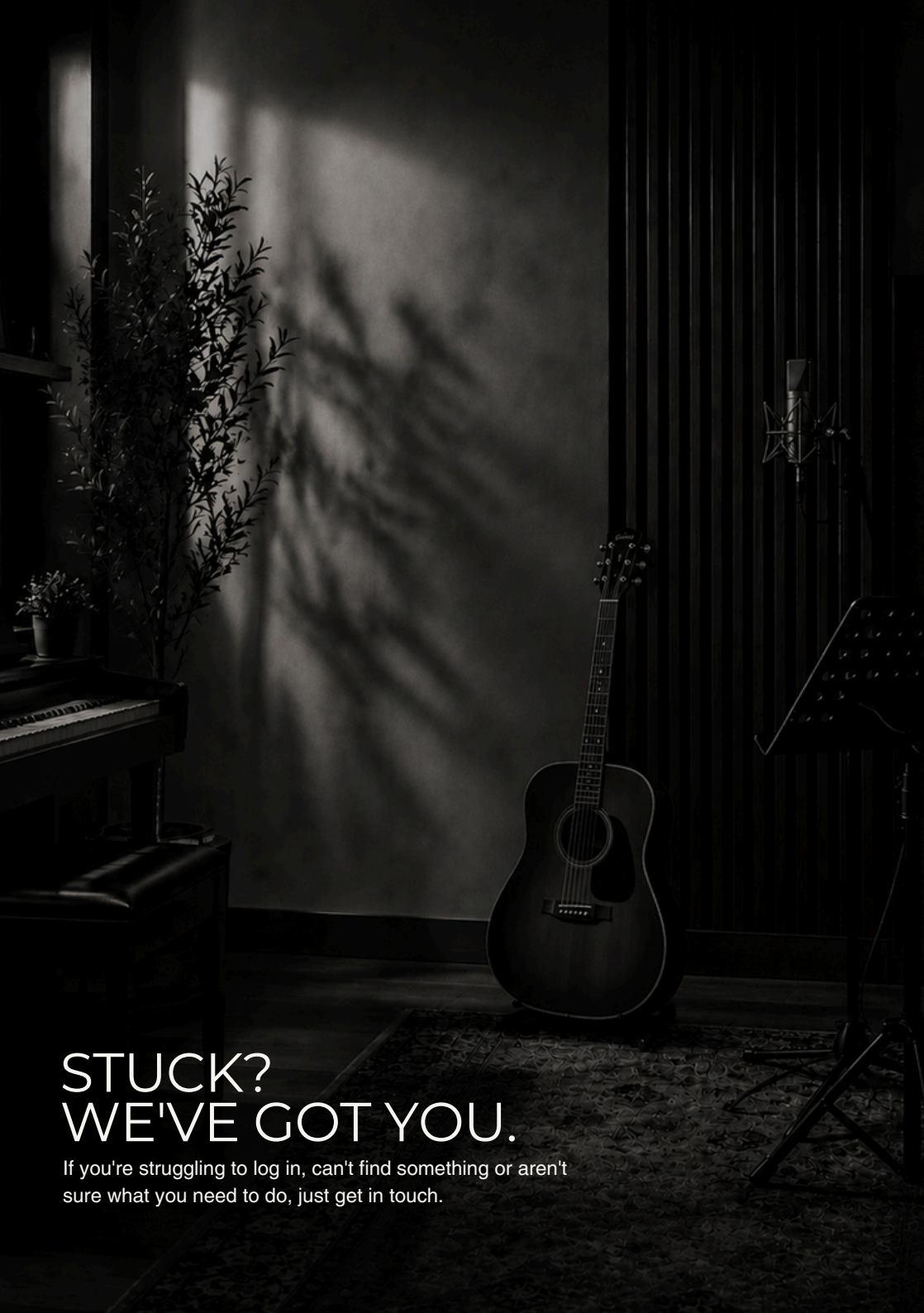
Cancel through the portal with at least 24 hours' notice.

## **GOING AWAY?**

Remember to cancel your classes for any upcoming holiday dates on the portal.

## **AUTO PAY.**

Turn it on once and your monthly payments are taken automatically.



# STUCK? WE'VE GOT YOU.

If you're struggling to log in, can't find something or aren't sure what you need to do, just get in touch.



ENQUIRE & ENROL

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  @houghtonschoolofmusic

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