



HOUGHTON VOCALS

STUDENT PORTAL

STUDENT PORTAL

When you start your journey with Houghton Vocals, you'll receive access to your own student portal. This will be an important part of your lessons, so please take some time to get familiar with how it works.

FIND A VIDEO TUTORIAL (please note that the link to access the student portal is now different to the video)



LOG IN/CREATING PASSWORD

You can find the student portal log in on my website through this link.

<https://houghtonvocals.mymusicstaff.com/login>

CALENDAR/CANCELLING LESSONS

This section will show all of your upcoming lessons. If you're unavailable on a certain day (e.g., due to holidays or other commitments), you can cancel your lessons directly here. This will be the only way to submit holiday dates or cancellations, so everything stays in one place and avoids confusion with emails or texts.

Please note: Lessons cannot be cancelled within 24 hours of the scheduled time. If you do so, you will still be charged in line with the Terms & Conditions.

If you have any issues using this system, please let me know.

ONLINE RESOURCES

All backing tracks, lyrics, and other resources will be uploaded here from now on. If you have any trouble downloading or accessing the files, please let me know so I can help you as soon as possible. To use the files, simply click the three dots next to each one, you'll then have the option to view or download.

ACCOUNTS & INVOICES

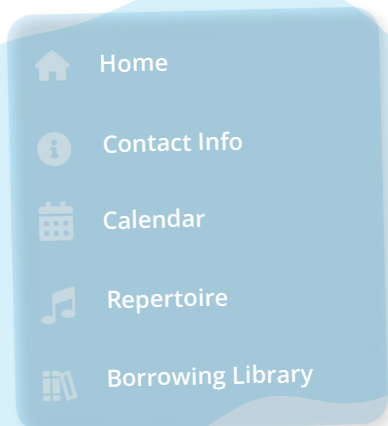
Please look at this page for your invoices and your current balance.

YOUR PROFILE

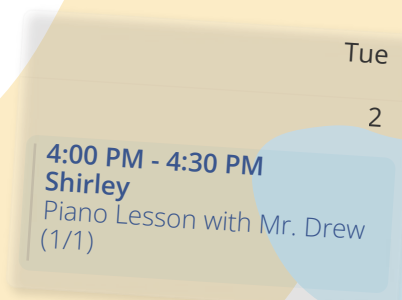
Your profile will store all of your details. Please take a moment to check that everything is correct for you (and your child, if applicable), and update any missing or new information.

How to...

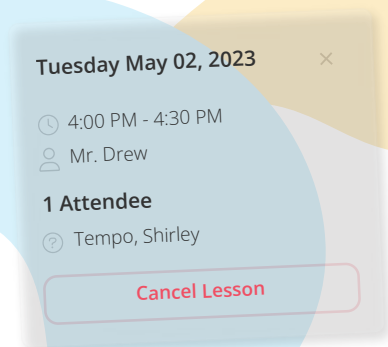
Cancel a Lesson



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



Click on the lesson you want to cancel



Click the **"Cancel Lesson"** button



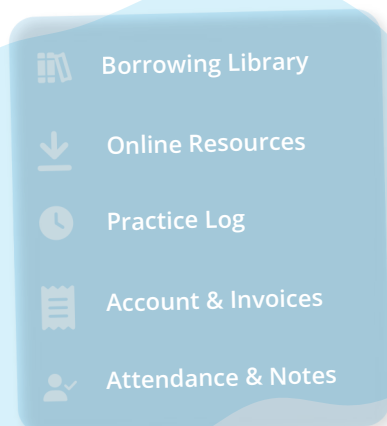
Review the cancellation policy and click **"Confirm"**
You also have the option to leave a note for your teacher about your cancellation



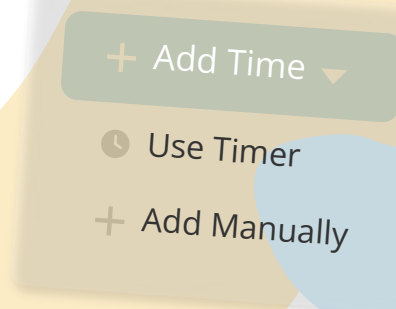
More questions? Click the question mark in the top right corner to open the in-app Help Center

How to...

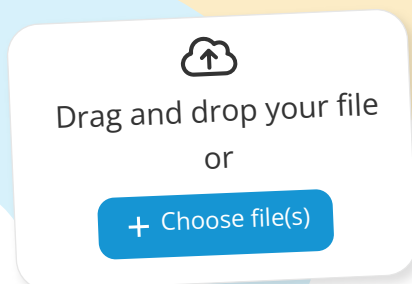
Upload Files to the Portal



Navigate to **“Practice Log”** from the main menu on the left



Track your practice using **“Add Time”** or **“Use Timer”**



Click **“Choose file(s)”** to select files from your device, or drag and drop them



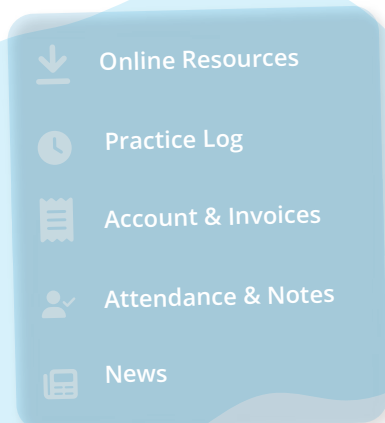
Click **“Save”** to upload the files and save the practice entry



More questions? Click the question mark in the top right corner to open the in-app Help Center

How to...

Make a Payment



Navigate to **“Accounts & Invoices”** from the main menu

A screenshot of a button labeled 'Make Payment' in white text on a blue background. The button is set against a yellow and blue abstract background.

Click the **“Make Payment”** button in the toolbar

A screenshot of a payment processor page. It shows a prompt: 'Please enter the payment amount for Mr. Drew:'. Below this is a text input field with a dollar sign (\$) and a 'Continue' button.

Follow the prompts from the payment processor page

A screenshot of a payment confirmation screen. It features a blue circular icon with a white dollar sign and a hand. Below the icon, the amount '\$125.00' is displayed. Underneath, it says 'Invoice: [redacted]' and 'Click Here to Pay' with a blue link icon.

OR: On the homepage, click the **“Click Here to Pay”** button



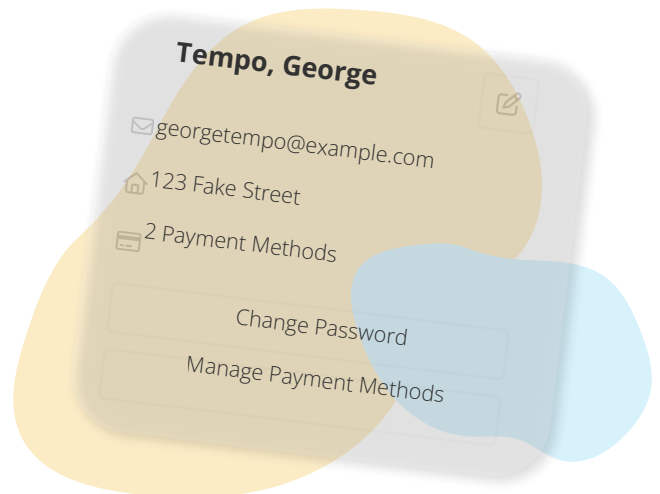
More questions? Click the question mark in the top right corner to open the in-app Help Center

How to...

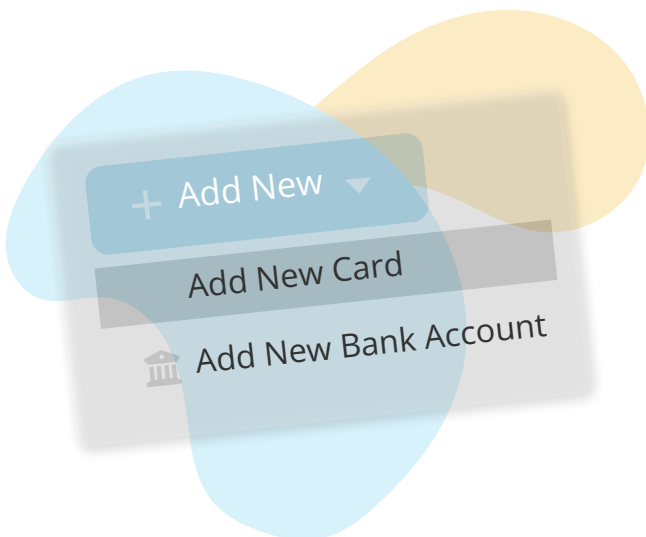
Add a Credit Card



Click your name in the top right corner, then **“My Profile”**



Click **“Manage Payment Methods”**



Click **“Add New”**, then **“Add New Card”**



Fill in your card details, then click **“Add”**



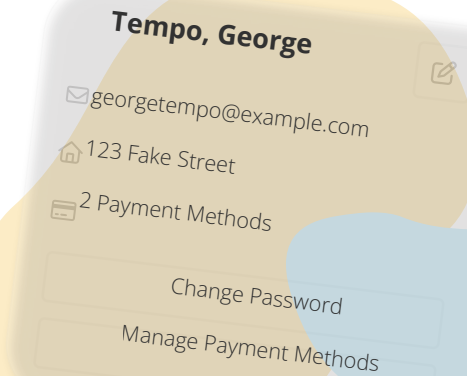
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How to...

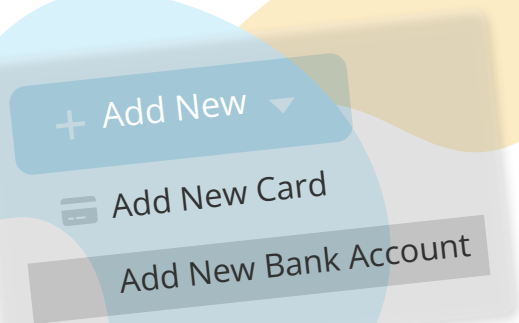
Add a Bank Account



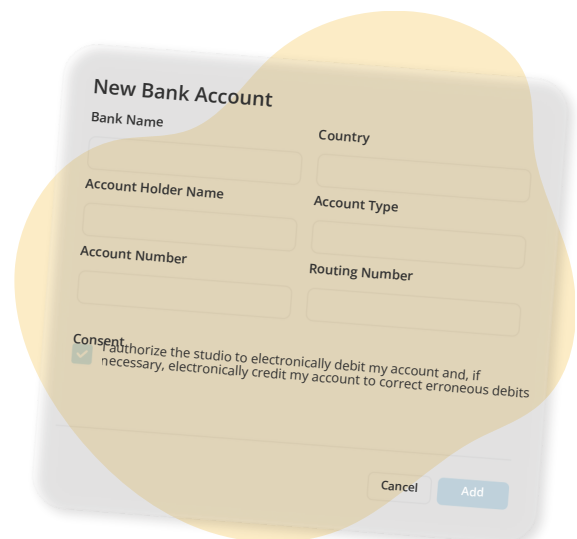
Click your name in the top right corner, then **“My Profile”**



Click **“Manage Payment Methods”**



Click **“Add New”**, then **“Add New Bank Account”**

A yellow rectangular card with rounded corners. At the top is the title 'New Bank Account'. Below are two columns of input fields. The left column has 'Bank Name', 'Account Holder Name', and 'Account Number'. The right column has 'Country', 'Account Type', and 'Routing Number'. At the bottom is a 'Consent' section with a checked checkbox and the text 'I authorize the studio to electronically debit my account and, if necessary, electronically credit my account to correct erroneous debits'. At the very bottom are 'Cancel' and 'Add' buttons.

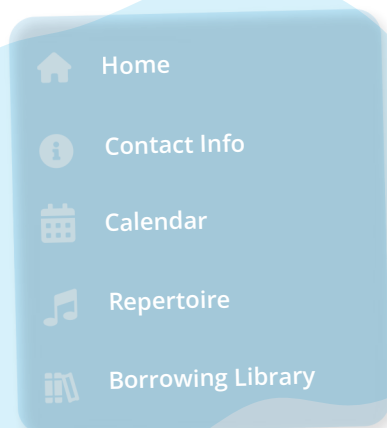
Fill in your bank details, then click **“Add”**



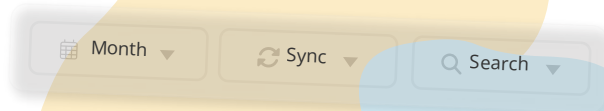
More questions? Click the question mark in the top right corner to open the in-app Help Center

How to...

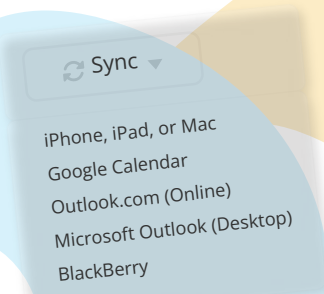
Sync Your Calendar to Your Device



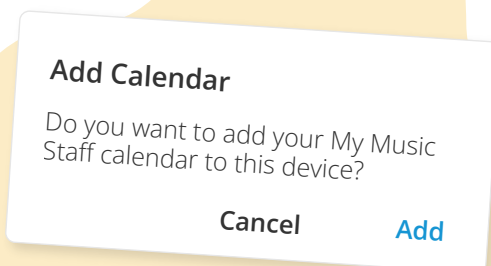
Navigate to **"Calendar"** from the main menu on the left



Click the **"Sync"** button in the toolbar



Select your device type from the dropdown options



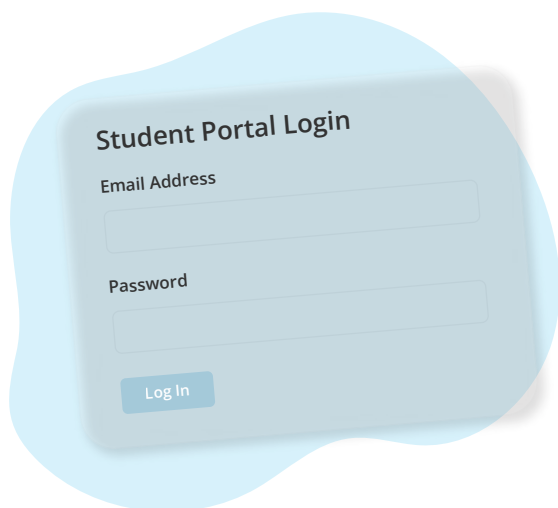
Follow the on-screen instructions to complete the sync setup
This step will look different depending on the calendar & device you're syncing with



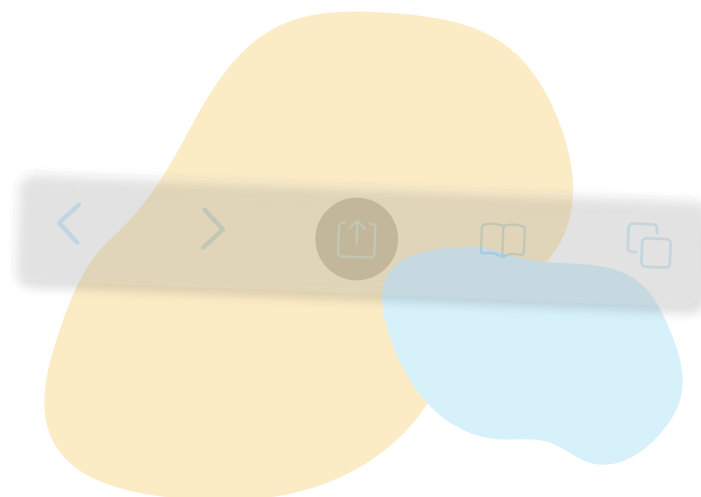
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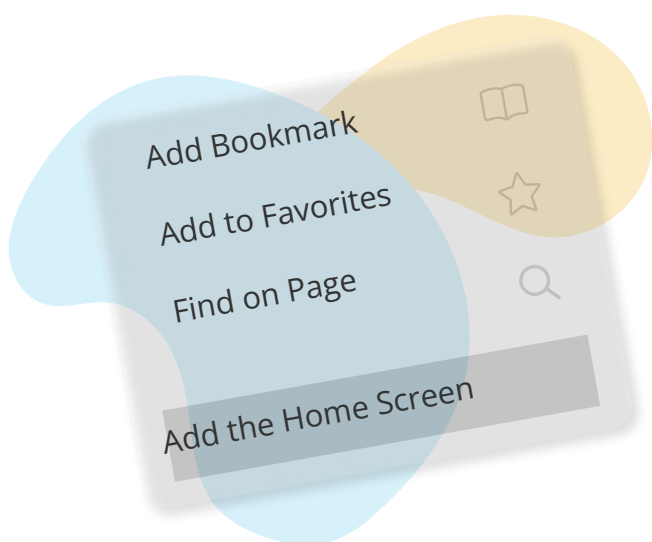
Add the Portal to Your Home Screen (iOS)



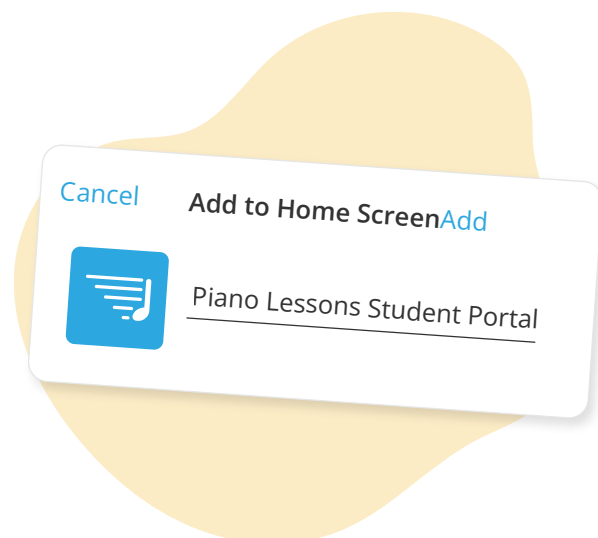
Sign in to the Student Portal on your phone



Tap the share icon at the bottom of the screen



Scroll down and tap **“Add to Home Screen”**



Name the shortcut, then tap **“Add”**



More questions? Click the question mark in the top right corner to open the in-app Help Center