Emerald Shears School Enrollment
Step by Step Informational Document

WELCOME

Take a few moments to review the information at EmeraldShears.com. When ready, go to https://emeraldshears.com/home/schools and select the "Start On-Boarding Wizard" button to begin.

Start On-Boarding Wizard

THE WIZARD

Within the Wizard, you will need to provide a few details about your school.

Select your school Type and choose Continue

Find your school in the database by entering in your school's TDLR number and selecting Search on the right side. Once found, enter the number of instructors at your school and the average number of students per year. Select Continue to proceed to the next step.

Enter in your contact information. We will contact you via the information provided to continue the On-Boarding process as well as set up your account within the Emerald Shears Web App.

Once complete, you can continue back to the Emerald Shears website to continue browsing or close the window.
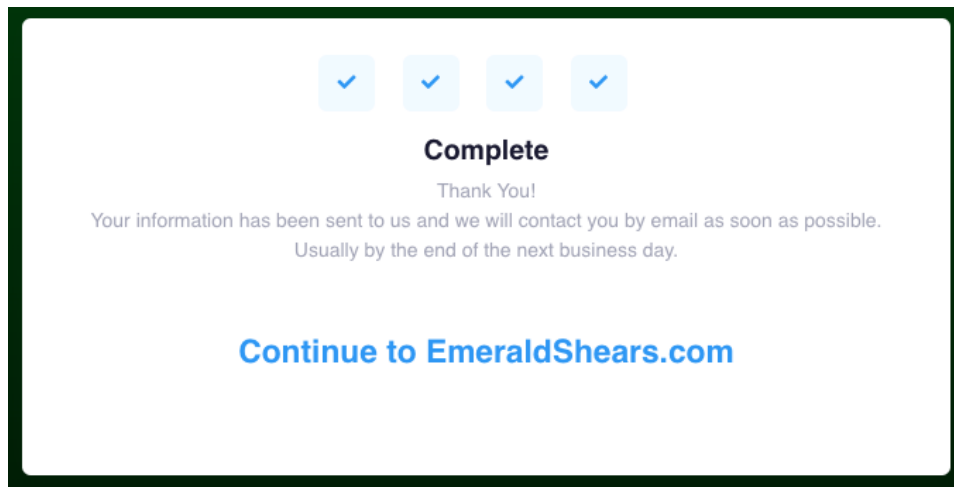

Emerald Shears Pricing
In order to better suit the needs of Texas schools, we have changed to a tiered pricing discount. This allows schools to purchase from 1-99 licenses based on your needs. The following discount list is per-plans purchased, not cumulative total of licenses.

- 10% discount - 1 to 10 licenses
- 15% discount - 11 to 20 licenses
- 20% discount - 21 to 99 licenses

First Contact
We will reach out via email for a personal connection (usually within 48 business hours) to check and see if there are any questions or concerns you may still have. After this initial contact, we will email you an unofficial quote for simplicity and understanding. The onboarding process will be completed by us at this time and you will receive two (2) emails from system@emeraldshears.com.

- Verification Code - This confirms with our system that the email address is authentic. This email address will be used as your username. Follow the instructions within the email and upon completion, you will be automatically logged in.
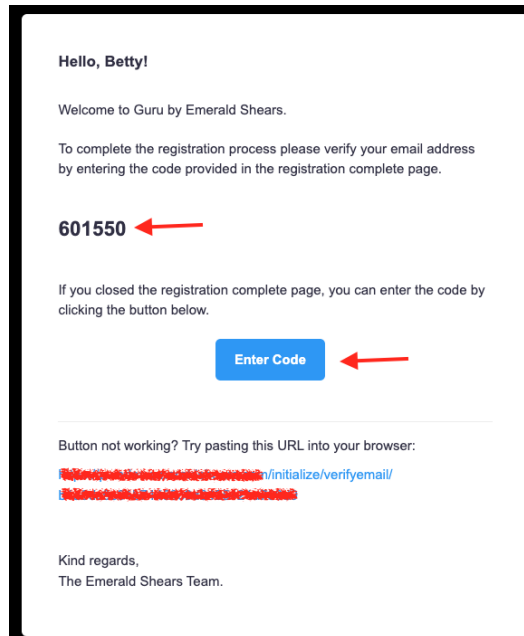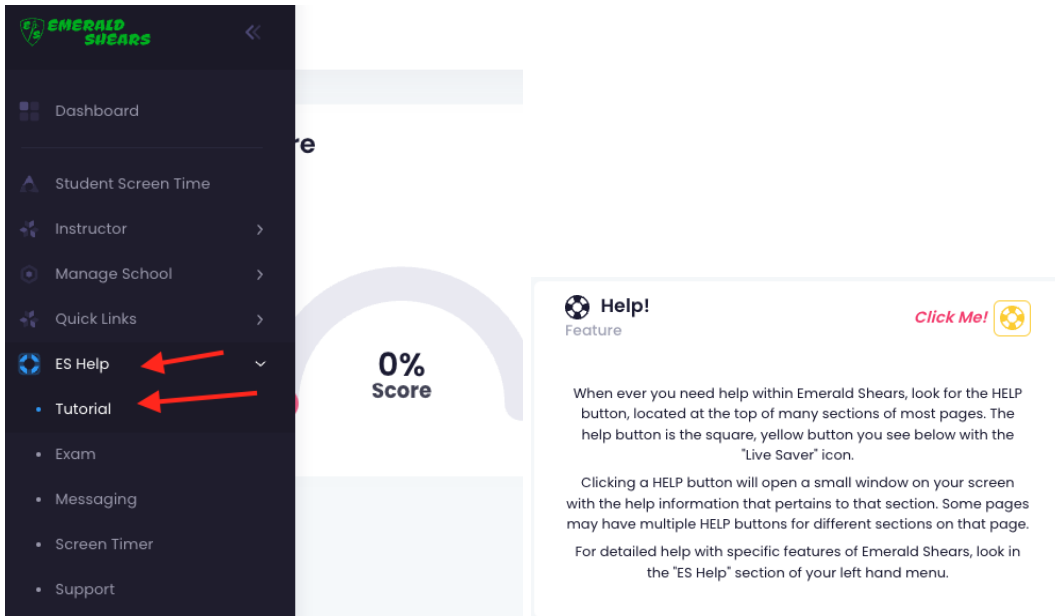

- Temporary Password - The system generates a temporary, but secure password for your account. You will need to provide this temporary password in order to create a new one for your account. This can be done in your user profile information.
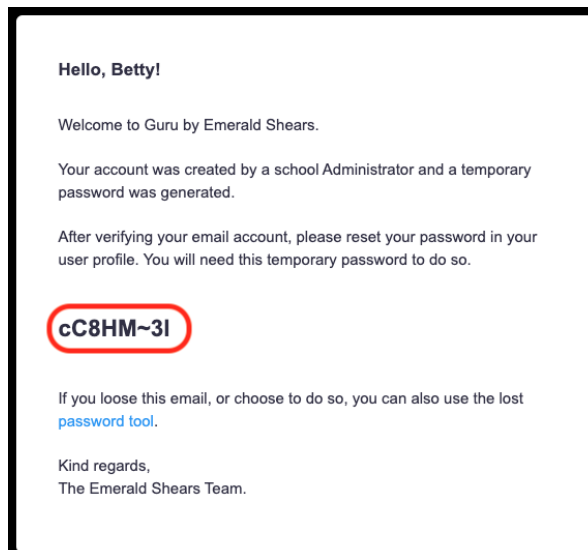
First Sign-in
Upon first sign-in, we suggest you look over the Tutorial Page.
Please take special note of the "Help" feature.

Billing Information
Before an official quote can be issued, additional contact and billing information is required.
Please ensure complete and accurate spellings and information so as to prevent delays. Use
the Help Feature for specific details on the form.

Study Plan Orders
When ready, navigate to the Study Plan Orders page to create an RFQ (Request for Quote). This allows us to create a quote for your school with information you provided in the earlier steps. The official quote will be sent to you and those listed in the billing information section by the parent company, _LX Network Development, LLC_.
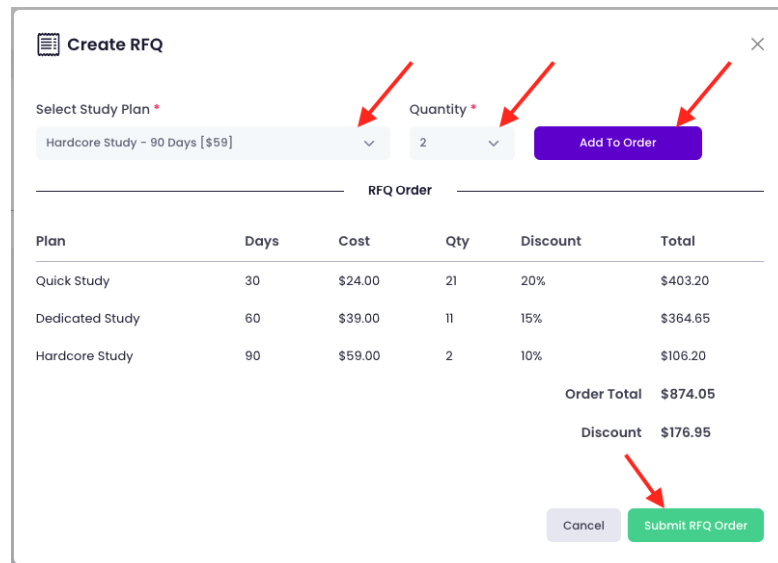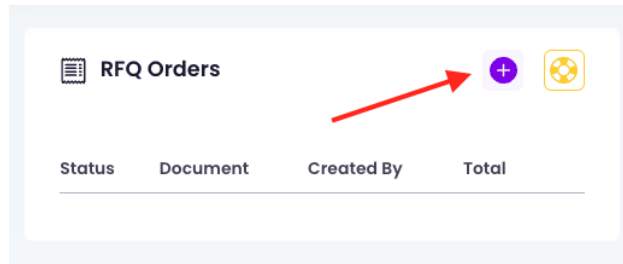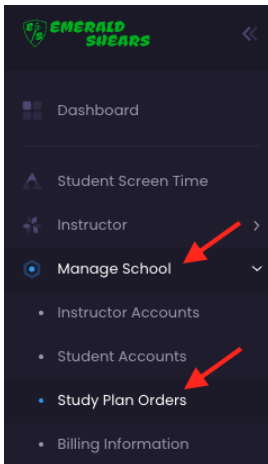
Processing the Official Quote

Once processed, you will receive an email with the official quote from LX Network Development (messaging-service@post.xero.com). The email will contain both a PDF attachment for your review and the link for the online processing and approval.

If your school requires Purchase Orders to process payments, this must be entered in the "Ask Question" section using the online quote approval link. Even if not REQUIRED, we do suggest using a PO as it can come in handy later on (read on to find out how).

When ready, complete the quote process by clicking the accept button at the top left corner.

Invoice and Payment

After the Quote process is complete, you will receive an email from the same email address with a PDF attachment for your review and link to the online processing system. The invoice can be paid via Credit Card, Direct Debit (ACH), or by mailing a physical check.

If paying by check, you must enclose a copy of the invoice with your payment to not cause any delays in processing. The mailing address is found at the bottom of the invoice.

Completed Orders

Using the Order History card on the Orders Page will allow you to see all of your purchases. You can view the details of them at any time. Important information in the view include the associated Invoice and PO Number. Take note of the PO Number as it will come in handy later when assigning licenses to students.

Creating Students

On the Student Accounts page, you will see all students entered in your school and be able to create new ones at the top right corner.
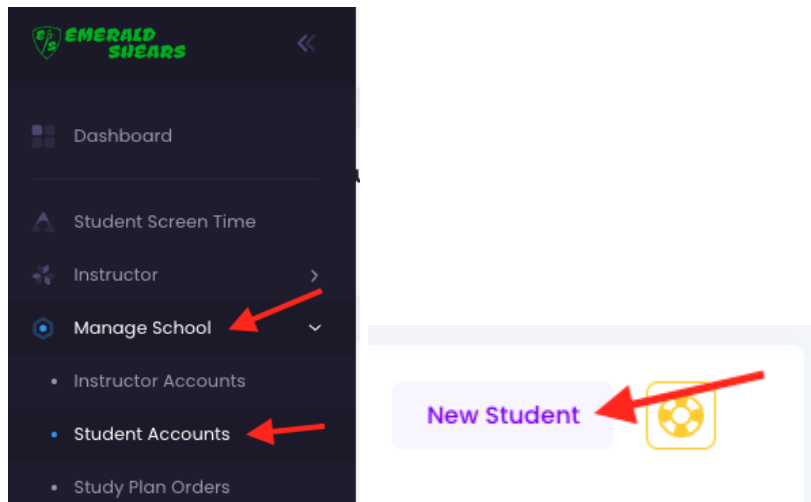
When creating a new student, all information is required. Make sure that the Permit number is correct as well as exact spelling of the email address. When selecting the Study Plan, keep the PO Number in mind. This comes in handy when you have multiple instructors that have POs for "their" students. For further information, please review the the Help card next to "New Student".

Student Access

As in your experience, the student will receive 2 emails. One for the email validation and one with the temporary password. Remember, the username for the student is the email address you used when creating their account.

The "Study Plan License" you assigned to the student is activated only WHEN the student verifies their email address. This allows you to remove a license from a student who chooses not to use Emerald Shears and assign it to another student. Unused licenses <u>DO NOT EXPIRE</u>.

Once the student logs in, the first thing they must do is complete the Student Evaluation exam. This is a 100 question exam mimicking the Texas Cosmetology Operators Written Exam. The student may not proceed with any other aspect of the program until this evaluation is complete.

Upon completion of the evaluation, the program will provide details in the areas of study based on the students individual needs. From there, the student will be provided with additional information, quizzes and tests to help improve in the areas of study.

The students may retake the quizzes and tests as many times as they find beneficial for them to improve their knowledge of the information.