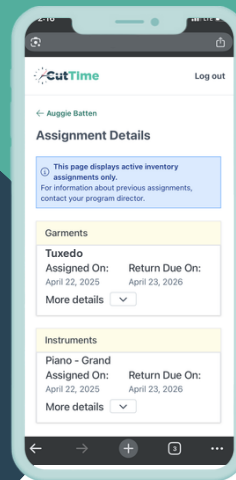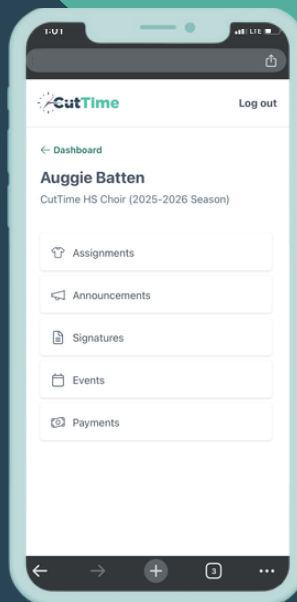# HOW TO USE CUTTIME CHEAT SHEET

FOR STUDENTS

Welcome to your gateway for all information relating to your fine arts program. Access your CutTime Student Portal page via Magic Link to easily view announcements, events, inventory assignments, signature requests, volunteer jobs, and balance information. Make payments. No user ID/password needed.

MAGIC LINK BOOKMARKING

Bookmark your Magic Link in your web browser or add a shortcut to your mobile device screen.

SYNCRHONIZE EVENTS

Subscribe once to your events and get them synced to your Google or iCalendar.

MAKE ONLINE PAYMENTS

Pay full or partial balance, or a specific cost item. Use credit card, Apple Pay, or Google Pay methods. Download a copy of your receipt. Forget to pay? You'll receive a monthly automated reminder.

VIEWING ASSIGNMENTS

View all assigned instruments, attire, library pieces, and equipment items by tapping on Assignments. Tap the 'More Details' button for barcode and other info.

VOLUNTEERING

Sign up for open volunteering jobs through events.

HELPFUL ARTICLES

Authenticating Your Magic Link

Bookmarking Your Magic Link

Resending Your Magic Link

Subscribing to a Student Calendar

Paying a Cost Online

Signing Documents

COMING SOON

Completing Forms & Questionnaires

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com