FIRST-TIME LOGIN INSTRUCTIONS

1. Click LOGIN on www.ashrosary.org

2. Click on the “First time logging in? Forgot your password?” link
   Note: if you have a child enrolled in another school that uses myschoolapp, you need to set up a separate account with Sacred Heart called “ashrosary.”

3. It will ask for an email address. Use the email address associated with this Admission Acceptance.
   Check boxes: username and password.
   Click <SEND>.

   *NOTE: If you do not use this same email, the system will not recognize your credentials.

   If you don’t know which email to use, contact: Suzanne Childs, schilds@ashrosary.org

4. After clicking SEND, you will receive an email from ashrosary@myschoolapp.com. Follow the instructions in the email to update your password.
ENROLLMENT
First-Time Login Instructions

5. Now LOGIN and you will land on a page that looks similar to this.*
   Click on the “CONTRACT TO ACCEPT” to begin the enrollment process. Follow instructions on Online Enrollment Instructions letter.

   Each student has her own contract and each contract needs to be read and signed by ONE parent. Additionally, each student will only have one account, please ensure that the financially responsible party signs the contract.

   *NOTE: If you are a faculty member, make sure the top right drop down says ‘Parent.’

6. Complete all tabs of the contract to successfully enroll your daughter by the DUE DATE.
   The enrollment deposit and registration fee must accompany this contract.

   If you have any questions, please contact the Admission Team or Business Office:
   504.269.1230 or 504.891.1943

   Congratulations, you have enrolled your daughter! One last thing: to the right of your name, click the down arrow, click “Profile” and review and update your name/address info if needed. That’s it!