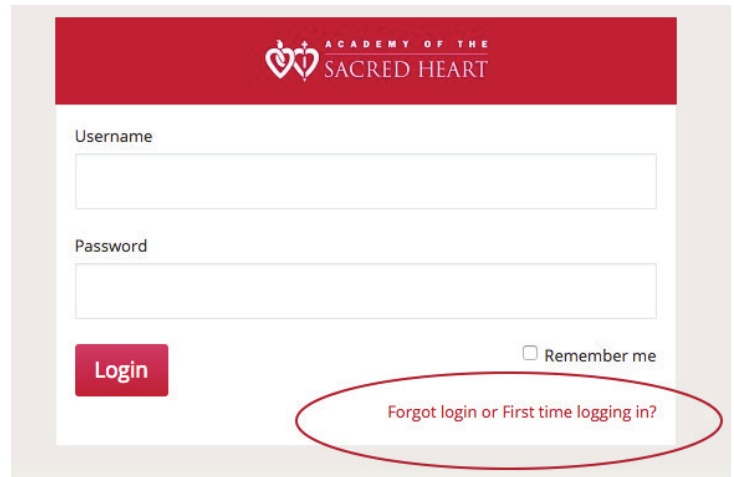


ENROLLMENT & RE-ENROLLMENT First-Time Login Instructions

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.”



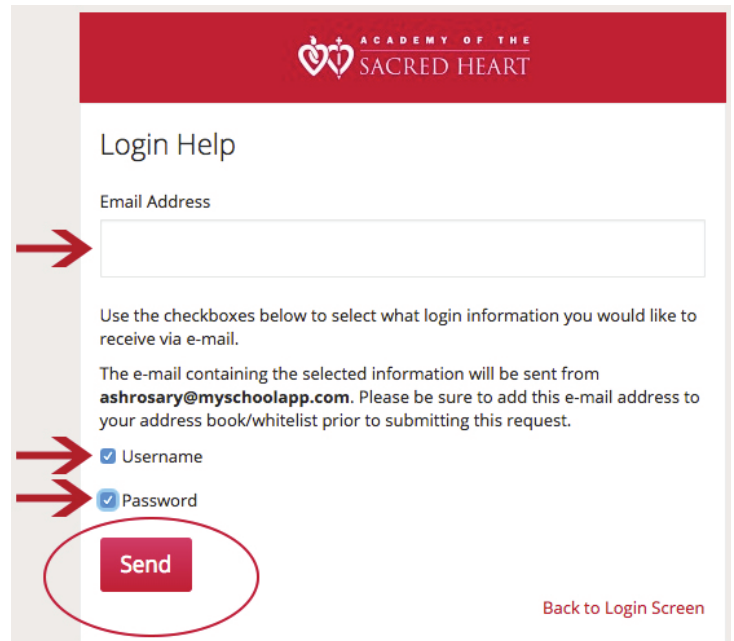
The screenshot shows the login page for the Academy of the Sacred Heart. It features a red header with the school's logo and name. Below the header are two input fields: 'Username' and 'Password'. A red 'Login' button is positioned to the left of a 'Remember me' checkbox. A red circle highlights the link 'Forgot login or First time logging in?' located at the bottom right of the login form.

3. It will ask for an email address. Use the email address associated with this **Re-Enrollment Contract**.

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 Revelle, srevelle@ashrosary.org*



The screenshot shows the 'Login Help' page. It has a red header with the school's logo and name. Below the header is a section titled 'Login Help' with an 'Email Address' input field. A red arrow points to this field. Below the input field is a paragraph of text explaining the email selection process. Two checkboxes are present: 'Username' and 'Password', both of which are checked. Red arrows point to these checkboxes. A red circle highlights the red 'Send' button at the bottom of the form. A 'Back to Login Screen' link is located at the bottom right.



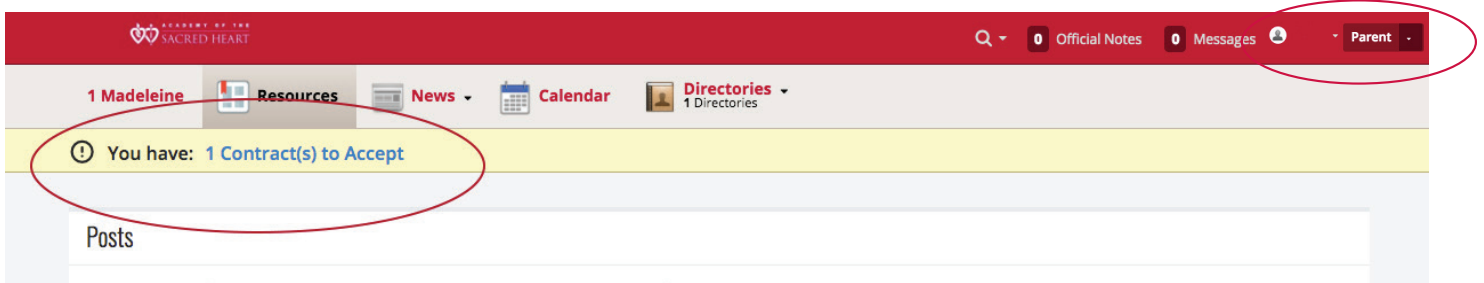
ENROLLMENT & RE-ENROLLMENT First-Time Login Instructions

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

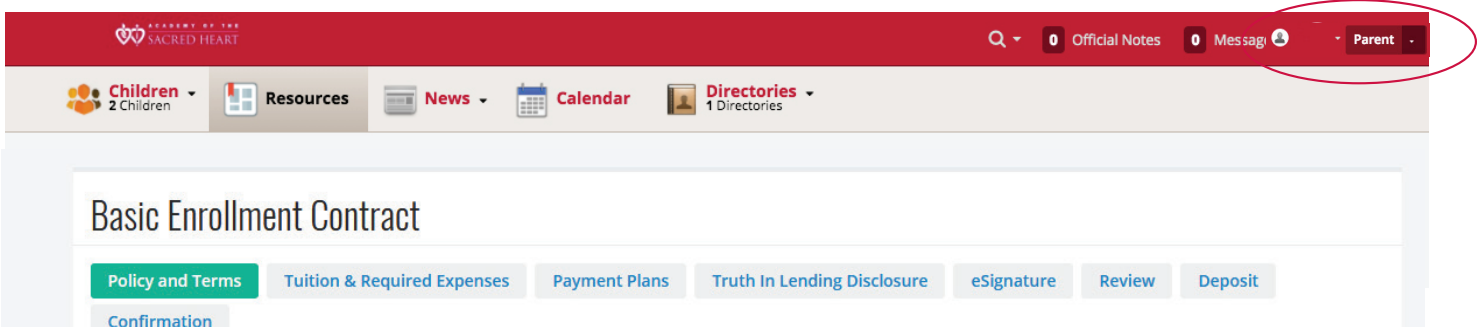
5. LOGIN again and you will land on a page that looks similar to this.*

Click on the "CONTRACT TO ACCEPT" to begin the enrollment process. Follow instructions on Online Enrollment Instructions letter. You must complete this process for each child if you have multiple children. Only ONE parent is required to sign the contract. Please ensure that the financially responsible party signs.

*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 at 504.269.1214 or Business Office 504.269.1232

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!