



Congratulations!

A formal letter of admission, electronic Enrollment Reservation Agreement, and link to our FACTS Tuition Management platform are available in your myProctor portal. To begin the enrollment process, parents/guardians and students must have a myProctor account in order to electronically sign documents. If you have never logged in to myProctor before, please search your email for an invitation from Amie Murdough (proctoracademy@myschoolapp.com). Click the “Accept Invitation” button, and then follow these steps.

Apple email and Gmail users

1. Select “sign up with Apple” or “sign up with Google” to follow the prompts and create their myProctor account.

All other email clients

1. Sign in with your email address. *Your email address is your username.*
2. Enter your first and last name.
3. Click the green sign-up button.
 - a. If a message appears “User already exists,” click the “Sign In” link at the bottom of the page (many schools use this same software).
4. You will receive a confirmation email containing a 6-digit security code. Please enter the code to confirm your identity.

Navigate to the Decision Tab

Once logged in, each family member should please navigate to the Decision tab for your formal letter of admission and enrollment instructions. The Enrollment Reservation Agreement is located at the top of the page as a clickable banner titled: “You Have 1 Form(s) to Review.”

Tips if you are having trouble:

- Parents:
The Decision tab is located in the student section of your portal (accessed by clicking on their name in the left-hand corner of the menu bar)
- Students:
The Decision tab is located under My Application
- If you are using a shared computer, we recommend logging out after each user’s session
- Contact us if you are having trouble logging in: 603-735-6652 or admissions@proctoracademy.org