Admissions Instructions for Parents
February 15, 2017

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**Logging In**

In any web browser (Internet Explorer, Firefox, Chrome, Safari, etc.), type [www.stjohnshigh.org](http://www.stjohnshigh.org) in the address bar.

Click the [LOGIN] button at the top of the webpage, on the right side of the top navigation bar.

You will see the login screen.

For first time users: Click the “Forgot login or First time logging in” link below the box.

The ‘Login Help’ box will appear.

Enter the e-mail address where you received this email in the ‘Email Address’ box. You will only need to check off the ‘Password’ box, as your username has already been provided to you, then click the [Send] button.

If you are not the only user in the system with that email address, you will see the screen below. Type in your first and last name so that the system can match you with the correct account.
Once the system has verified your account, you will receive one email, from ‘stjohnshigh@myschoolapp.com’, sent to the email address you entered. This email will contain a link to set your password.

Hello Someone,

We received a request for your password to access the Saint John’s High School website.

Use the URL displayed below to complete the password setting process.

Password Reset URL:  
https://stjohnshigh.myschoolapp.com/app/?pk=mMatf9mPx3G#login/reset

If you did not request to receive your password, please disregard this e-mail.

Thank You

*Do not reply to this e-mail. Any replies to this e-mail address will not be received.

Click on the link in the Password email to set your password. Enter a password that has seven (7) or more characters, including at least 1 number. Re-enter your new password, then click [Set Password].

If you are successful, you will see this screen. Click the “OK” button to continue.
Welcome - Getting Started Guided Tours

If this is your first time logging in, you will see the “Welcome” screen, with the “Getting Started” interactive guided tour menu. These guided tours are very helpful to show new users the basics of navigating and interacting with the new website. You are highly encouraged to view the guided tour for each topic.

This Welcome screen will pop up every time you log into the system. Once you are familiar with the system, you can check the “Don’t Show This Again” box at the bottom of the window.

You can view the “Getting Started” videos at any time by clicking the triangle to the right of your name in the navigation bar on the top right side of the screen, and then clicking “Getting Started”.

Navigation

The area at the top of the screen is the Navigation area

![Navigation Area]

On the top row, which is maroon with white letters, is the school logo (which you can click to return to the Homepage), as well as:

- **Search box** – to search for specific information on the site
- **Official Notes** – Official Notes from the School Administration to Parents and/or Students
- **Messages** – The Messages inbox for internal messaging system
- **Your Account (Name)** – Your profile, settings, access to Getting Started tours and signing out
- **Your role in the system (Parent, Alum, etc.)**
On the second row, which is white with maroon letters, is:

Your Child(ren): Click to navigate to specific information about their progress, assignments or contact card (profile information)

Links to frequently used school resources
- Featured Content, Recent Activities and Athletics Scoreboard
- Public Calendars and Personal Calendars for Parents and Students
- Faculty/Staff Directory and personal directory

**Recording Your Decision**

Once you have successfully logged in, click on your son’s name in the second row. *(Do not click on the “You have: 1 Contract(s) to Accept” link yet).*

You will see a screen like the one below, with Admissions Progress highlighted, showing a checklist of the admissions milestones that your son completed during the admissions process.
Click the ‘Decision’ tab, next to the ‘Admissions Progress’ tab, and you will see a screen like the one below.

Click on the button that says ‘Let us know your decision’ to accept admission, decline admission, or postpone the decision.

Once you click the ‘Let us know your decision’ button, you will see a screen like the one below.

To Accept Enrollment: Click the white ‘Enrolling’ button, and the button will turn green. Click the ‘Submit Decision’ button to confirm.

To Decline Enrollment: Confirm that the ‘Enrolling’ button is white, then click the ‘Submit Decision’ button to confirm.

To Postpone the Decision: Click the link that says ‘Haven’t decided yet’.
**Reviewing the Contract**

Once you have accepted enrollment to Saint John’s, you will then need to fill out the Enrollment Contract for 2017-2018, and submit a deposit. If you declined enrollment, or are delaying your decision, you do not have to fill out the contract.

To fill out the Enrollment Contract, click the ‘1 Contract(s) to Accept link, shown below.

![Contract Link](image)

The ‘Files & Forms’ screen appears. Under your son’s name, you will see the ‘Saint John’s High School Enrollment Contract 2017-2018. Click the ‘Review’ button on the far right. Note that the due date for the contract is March 8, 2017.

![Files & Forms](image)

The Contract 2017-2018 form will appear, similar to the one below. Note that there are 5 tabs across the top. Each tab must be completed before the contract is accepted. Each screen has a button that you click to proceed to the next screen.

On the ‘Introduction’ tab, click ‘Next’
The ‘Enrollment Contract’ screen appears, showing the Tuition and Expenses for the 2017-2018 School year. Note that this screen does not display financial aid you have received, or any other merit awards.

The parent who logged in should type their full name in the ‘Signature’ box, to the right of their name, to acknowledge the Tuition and Expenses for 2017-2018 school year. Please note that only one parent is required to sign the contract.

After you have filled in the information, click ‘To Review’ to continue.

After you have reviewed the information, click the ‘Accept’ button to continue.
Making a Deposit

The next step is to make a deposit, to hold your son’s spot for the 2017-2018 school year. Carefully read the explanation of the deposit. The amount of the deposit is preset – you cannot change it.

![Deposit Screen]

The two payment options are ‘Credit Card’ and ‘DirectDebit’. Choose one, then click the ‘Pay & Submit’ button.

The Payment screen will appear. Please fill in the requested information, and click the ‘Complete Payment’ button.

![Payment Screen]

You will then be taken to a confirmation screen, confirming your payment. You will also receive an email confirming our receipt of your enrollment deposit.

Logging Out

Be sure to click the triangle to the right of your name, in the navigation bar, on the top right side of the screen, and click “Log Out” in the drop down menu when you are done.

If you have any questions regarding the Saint John’s website, please contact Mr. Robert Moynagh, the Technology Director, via email at rmoynagh@stjohnshigh.org