

**NOTE: Please use the “Entrance Exam Registration” when applying to St. Francis High School.**

Log in to <https://sfhsnet.myschoolapp.com> using the following information:

- If you are a **current family**, simply logon with your portal (onCampus) username and password
- If you are a **new family**, the Username and Password convention is as follows:
  - **Username:** first 2 letters of parent first name followed by parent last name and 4-digit year of entry into St. Francis.
    - For example, if parent name is Jeff Gerdeman and your child is entering St. Francis High School for the 2017-2018 school year, your username would be: *JeGerdeman2017*
  - **Temporary password:** *Welcome2017*
  - After your initial login the system will prompt you to create a new password.
- **All users** – current parents and new parents – can also use the Forgot Username or Password feature to retrieve your username and password information
  - The system will automatically send two separate emails – one containing your username and the other containing a link to reset your password
  - If you have any difficulties with logging into our portal, please email Jeff Gerdeman at [jgerdeman@sfhscollegeprep.org](mailto:jgerdeman@sfhscollegeprep.org)

After you have logged into the portal, to start the application process:

1. Click your child's name in the upper left corner of the screen
2. Click on the button next to the Checklist item called "Entrance Exam Registration" to finalize your child's registration  
***Please use the “Entrance Exam Registration” as the Application***
3. Follow the prompts to complete the “Entrance Exam Registration”/Application
4. You will receive a confirmation screen upon successful completion of the registration.
5. To upload your child's seventh grade report card, click the upload button next to the "7th Grade Report Card" checklist item
6. You can return to this Checklist at any time by selecting the onCampus portal link from the Parents landing page on the St. Francis website
7. You can refer to this Checklist regularly to monitor your child's Admissions progress