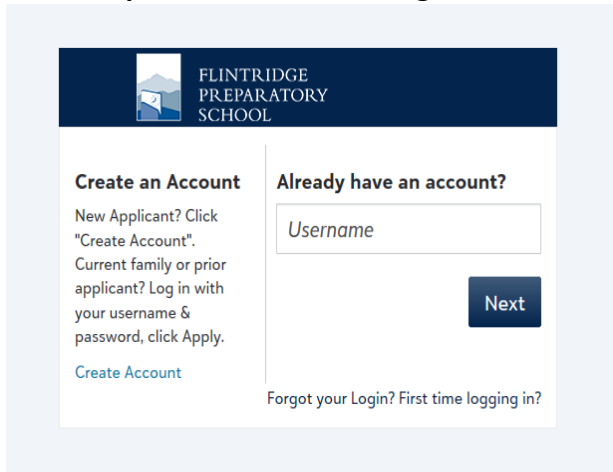


## The New Applicant Process – how NEW families apply for the first time in onBoard

Go to <https://flintridgeprep.myschoolapp.com/app#login/apply> (or the Apply Now button on our main website).

If you encounter any technical difficulty, please call (818) 949-5545.

You'll be **presented with this login window:**




The screenshot shows a login window for Flintridge Preparatory School. At the top left is the school's logo, which includes a stylized mountain and the text "FLINTRIDGE PREPARATORY SCHOOL". The window is divided into two main sections. On the left, under the heading "Create an Account", there is text for new applicants and current families, and a blue link for "Create Account". On the right, under the heading "Already have an account?", there is a text input field labeled "Username" and a dark blue "Next" button. At the bottom right of the right section, there is a link for "Forgot your Login? First time logging in?".

Click **“Create Account”**.

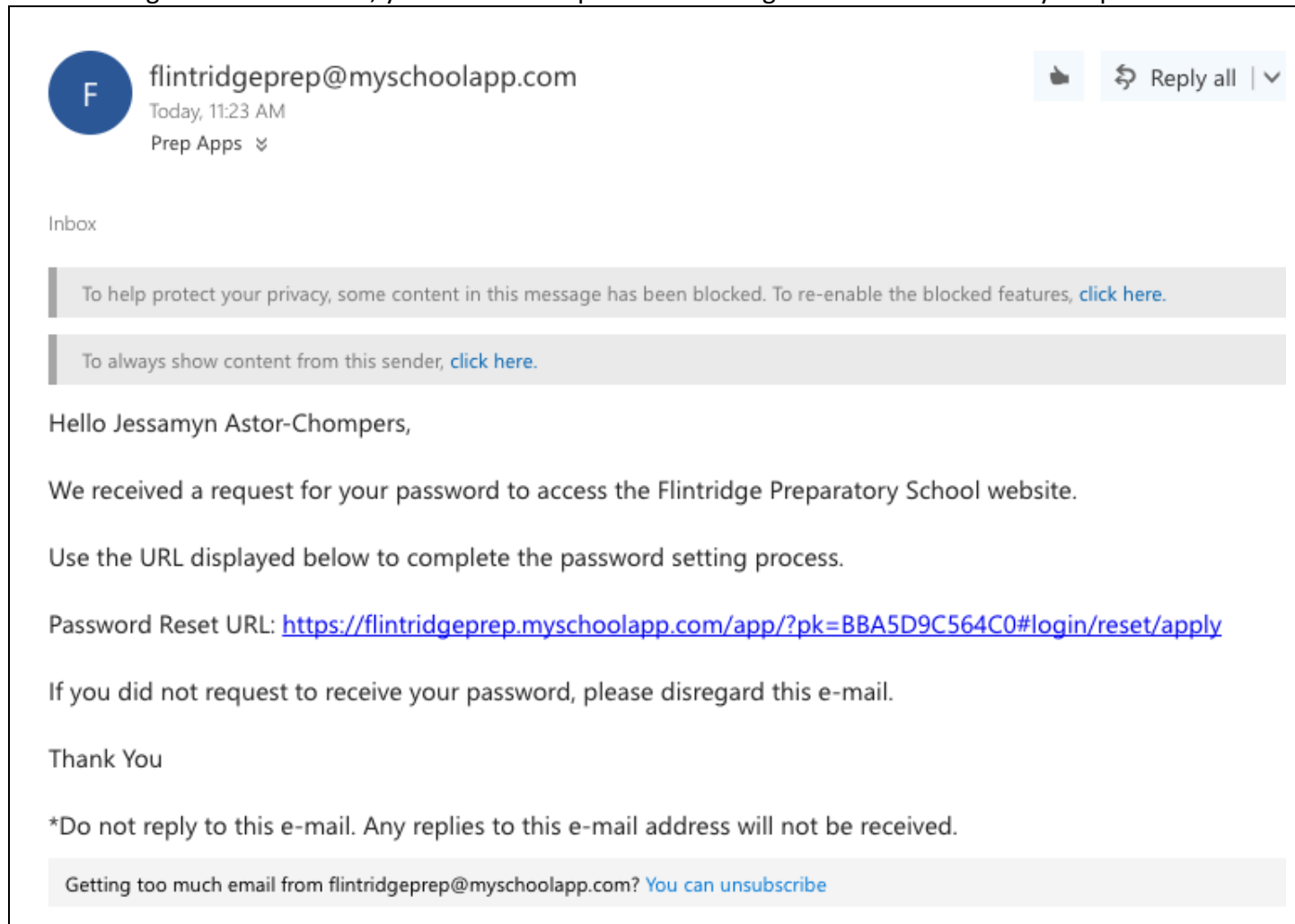
## The New Applicant Process – how NEW families apply for the first time in onBoard

You'll be presented with this form for creating a new account:

<p><b>Create an Account</b></p> <p>Enter the following required information to continue. This account is meant to be created by an adult family member.</p> <p>* Candidate First Name Emmerson</p> <p>* Candidate Last Name Astor</p> <p>Candidate Nick Name Emmers</p> <p>* Candidate Date of Birth 01/27/2003</p> <p>* Entering Year 2018 - 2019</p> <p>* Entering Grade 10th Grade</p> <p>Adult Account Holder</p> <p>* Your First Name Jessamyn</p> <p>* Your Last Name Astor-Chompers</p> <p>* Your Email herbuveaux1@mac.com</p> <p>* Relationship To Candidate Mother</p> <p>* Your Username Jessamyn</p> <p><input checked="" type="checkbox"/> I'm not a robot </p> <p><input checked="" type="checkbox"/> I agree to <a href="#">terms of use</a> and <a href="#">privacy</a> and to comply with COPPA, I affirm that I am 13 years or older.</p> <p><b>Create Account</b></p>	<p><b>Fill in the name of the applicant (“candidate”), along with basic information like <b>birthdate, nickname (“Preferred name”), year applying and grade applying.</b></b></p> <p><b>Consultants:</b> our form is intended to be filled out by the parent or guardian. If you are completing the form on behalf of a family, fill out all fields with the applicant and parent’s (not your own) information. You may need to share an email account with your client in order to accomplish this. Thank you for your help in keeping our records accurate.</p> <p><b>Provide us with basic parent info.</b></p> <p><b>Provide us with an email address*</b></p> <p><b>Set a username of your choosing**</b></p> <p>(Mark the “I’m not a robot” checkbox and complete the “Captcha”).</p> <p>Mark the box to agree to abide by COPPA rules, and click <b>“Create Account”</b></p>
<p>*If you provide an email address that already exists in our parent database, you'll be prompted to sign in with that existing account, instead. Avoid duplicating yourself in our system! Look for our other instructions for re-applying families.</p>	<p>**If you already have a child at the school, do not follow these instructions. You already have an account, and we have a separate helper sheet for applying when you are a current family.</p>

## The New Applicant Process – how NEW families apply for the first time in onBoard

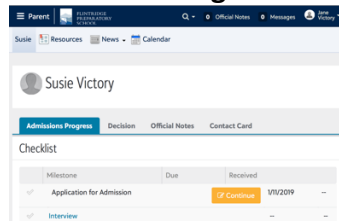
After clicking “Create Account”, you’ll receive a “password setting” email at the address you specified:



**Click the link in the email to return to the site and set a password.**

Once you’ve set your password, you can log in to onCampus (from the Apply Now link’s “Already have an account?” boxes, or the other onCampus links available on Prep’s website) and will be taken to your child’s application.

**You can now log in!**



Within 48 business hours, you’ll see an admissions checklist to track your progress.

**To make sure admissions emails (including the account setup & password reset emails shown above) get through to you:**

Please add the addresses

**flintridgeprep@myschoolapp.com,**

**flintridgeprep@myschoolemails.com, and**

**admissions@flintridgeprep.org**

to your “Safe senders”, “whitelist”, or address book.

If you haven’t done this, please check your Spam or Junk folder.