

Instructions for Online Application Enrollment American Heritage School

The purpose of the online application is to streamline the application process, make it more accessible to new families applying to the school, and save time for families and office staff by retaining and rolling over family information from year to year. This is a secure, password-protected and encrypted site.

1. From the homepage (american-heritage.org) click on the "Enrollment" link.



2. Click on the "Application for Enrollment" link.



3. Current patrons should enter your previously registered username (your e-mail address) and password.

CAUTION: If you register as a new user (new e-mail address and password), which will create a new (blank) application, you will be recognized by the system as a "new family applicant" - not a returning patron.

The image shows a screenshot of the American Heritage School Online Enrollment page. At the top, there is a horizontal navigation menu with the following items: "Home", "Contact Us", "Administration", "Enrollment", "About Us", and "Opportunities". Below the menu, the page title "Online Enrollment" is displayed. The main content area contains the following text: "Welcome to the American Heritage Online Application for Enrollment site. You must **register** to create an Application for Enrollment. During the registration process you will create a user name (your e-mail address) and password that you will use to access this site. If you have not already registered, please create a user name and password by **registering here**. If you are a current patron, please use your previously registered username and password. Please contact the School via **email** or by phone at (801) 642-0055 if you have forgotten your user name or password or have any other questions." On the left side of the page, there is a form with the following fields: "E-Mail Address:" with a text input field, "Password:" with a text input field, and a "Login" button.

4. Follow the step-by-step instructions for completing each section of the application.

5. Click the "Submit" button at the bottom of the Checklist page.

6. Once you have submitted the online portion of your application, submit each of the additional items listed on the application to the front office:

- Automatic Withdrawal Agreement - Please complete and submit the form if you need to begin automatic withdrawals from your checking account or you need to make changes to your current checking account information.
- Parent/Guardian (custody, power of attorney, etc.) (if applicable)
- Immunization Forms (Please review requirements listed on the online application)
- Standardized Test Scores (or testing day scheduled) and Transcripts (required for all new students)

We hope you will find the online application to be simple and helpful. Again, please don't hesitate to contact any of the below individuals with questions that you may have in this regard.

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