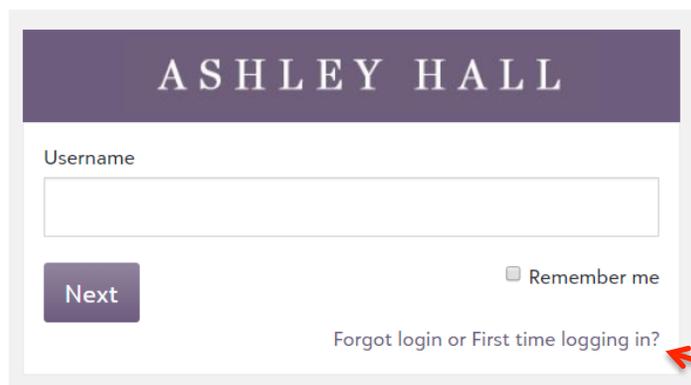
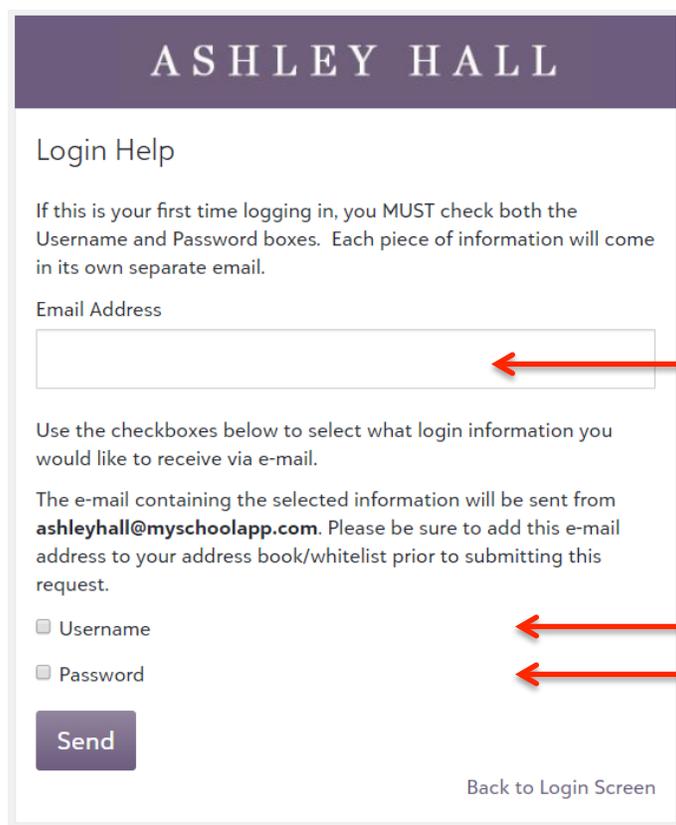


ACCESS TO THE ALUMNAE PORTAL IN FOUR EASY STEPS

Step 1: Go to <https://ashleyhall.myschoolapp.com/app/#login> and you will land on a page that looks like this:

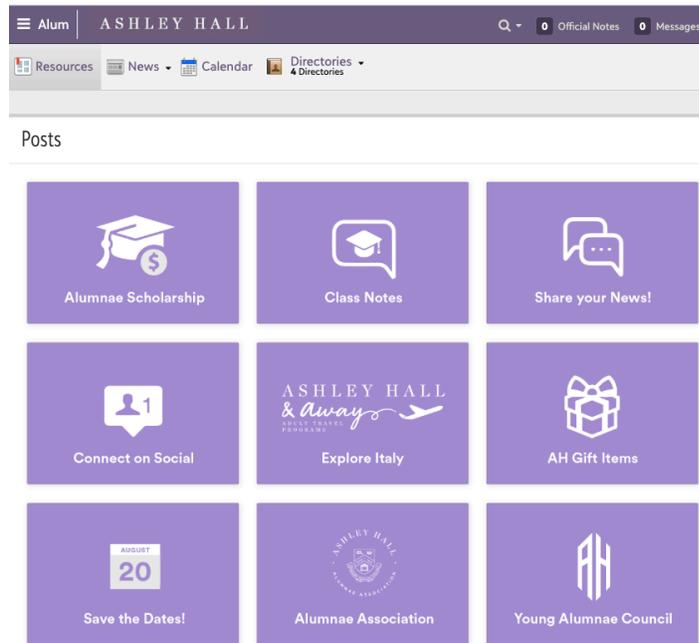


Step 2: Click on the purple text at the bottom that says [Forgot login or First time logging in?](#) (If you already login as a parent or as faculty, you can skip this step.) Your next screen will look like this:



Step 3: Enter your email address and check both boxes at the bottom for your username and password. Hit send. You will receive two (2) emails: one with your new username and one with your password. These credentials will allow you access to the new Alumni Portal.

Step 4: Click on the link in the email and enter your credentials. Your landing page will look like this:



You will notice a menu bar at the top which is where you access the Directory, the Calendar, and School News as well as Resource Boards that contain icons for additional information such as Alumnae Newsletters, Class Notes, Alumnae Trip opportunities, School Store, and more.

Many thanks in advance for your help as we introduce this exciting new tool to our alumnae community!

HOW TO CREATE A BUTTON/SHORTCUT

Apple Mobile Device (Safari)

1. On your Apple device, open the Safari browser.
2. Open the website <https://ashleyhall.myschoolapp.com/app/#login>
3. At the bottom of the phone's screen, click the Share Icon. It appears as a square with an arrow in it.

Example:

4. Click the Add to Home Screen icon. Example:
5. Click return.

Android (Chrome)

1. Launch Chrome for Android
2. Open the website <https://ashleyhall.myschoolapp.com/app/#login>
3. Tap the menu button (3 dots in upper-right corner) and tap Add to homescreen.
4. You'll be able to enter a name for the **shortcut** and then Chrome will add it to your home screen. Ashley Hall is the default name.

