

How to use MySFP

MYSFP allows you to access all your Courses, Activities and Sports in one place. It also allows the teachers and moderators to communicate important information to you via email and/or text message. There are features which can only be accessed through MYSFP, such as course forums and online assignments.

Create your MySFP Profile: (link on home page) (Allow pop-ups on sfponline.org)

STEP 1: Search for your account



The image shows a registration form on a light blue background. At the top center is the MySFP logo, which consists of the word "my" in a cursive font followed by the letters "S", "F", and "P" each inside a blue circle, all enclosed in a red rectangular border. Below the logo, the text reads: "To Create your **MySFP** Account start with Search for Registration". Underneath, it says "Enter your Student ID Number:" followed by "ID #:" and a white rectangular input field. Below that, it says "Enter your last name exactly as it appears on your schedule: (ALL CAPS)" followed by "Last Name:" and a longer white rectangular input field. At the bottom center is a grey button with the text "Search for Registration".

Enter your **Student Id** number and your **last name** (exactly as it appears on your schedule)


Click "Search for Registration"

(STEP 2 on next page)

How to use MySFP

Step 2: Search results and account set up

You entered:



mySFP

Congratulations!!
You found your information, now complete the Registration process!

Name: **Your Name will appear here**

Username: **Your Student ID will appear here**

Create Password:

Email Address: **Your @stfrancisprep.org email address**

Cell Number:

example: 9998887777 (no spaces, dashes, or parentheses)
Your number is not shared with your teachers, you will only receive text messages from them.

Cell Carrier:

Grade: **11**

1. Create your password
2. Add your cell number (not shared with the teachers)
3. Choose you cell carrier

Click "Register"

You will be sent an email to your @stfrancisprep.org account with your username (ID#) and your password. Save the email for future reference. Make sure it has not gone into your spam/junk folder.

How to use MySFP

If you returned this page there is an error.

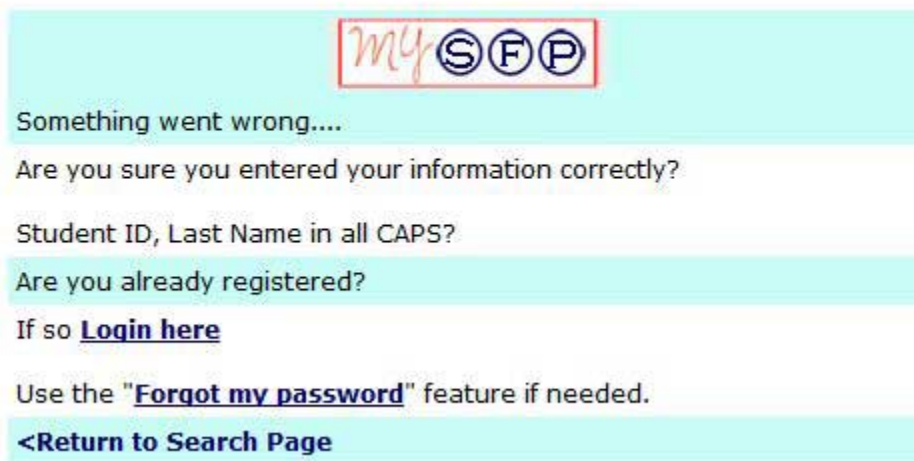
Check the boxes on the top and see if you entered everything exactly as it is on your schedule.

You may have already set up your account (check your email for your log in credentials)

You may not be in the system, if this is the case send an email to: email.questions@stfrancisprep.org including your ID# and your full name stating your information is not in the MySFP account.

Include the Subject line "MySFP Account"

You entered:



The screenshot shows a light blue error message box. At the top center is the MySFP logo, which consists of the word "my" in a cursive font followed by the letters "S", "F", and "P" each inside a separate circle. Below the logo, the text reads: "Something went wrong....", "Are you sure you entered your information correctly?", "Student ID, Last Name in all CAPS?", "Are you already registered?", "If so [Login here](#)", "Use the "[Forgot my password](#)" feature if needed.", and at the bottom, a blue button with the text "<Return to Search Page".

(STEP 3 on next page)

How to use MySFP

Step 3: Log in

The screenshot displays the Saint Francis Preparatory School website. At the top, the school's name and address are listed: "SAINT FRANCIS PREPARATORY SCHOOL, 6100 FRANCIS LEWIS BLVD. FRESH MEADOWS, NEW YORK 11365, (718) 423-8810". A navigation menu includes links for History, Mission/Beliefs, Principal's Newsletter, Admissions, Alumni, and Bookstore. A sidebar on the left lists various school programs and services. The main content area features a calendar for June 2015, with a red arrow pointing to the "mySFP" login link in the PowerSchool Parent/Student Portal section. The login form includes fields for Username and Password, a Log In button, and links for "Forgot your Password?" and "Create MYSFP Profile".

If you lost your password you can use the "Forgot your Password" link below the login button.

How to use MySFP

MYSFP Home Page:

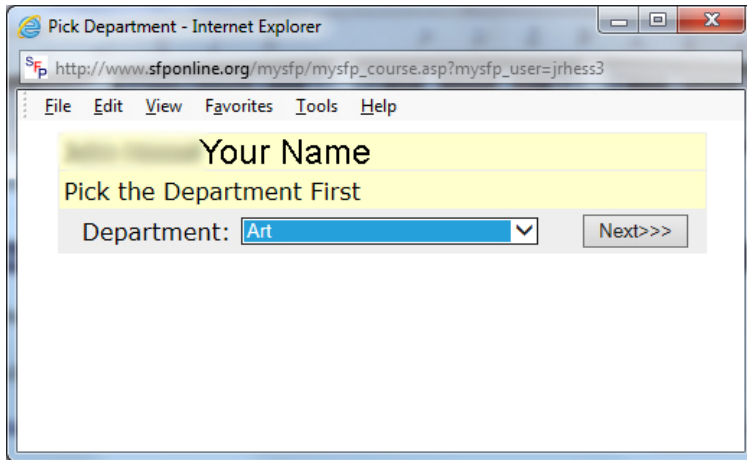
The screenshot shows the MySFP Home Page for Saint Francis Preparatory School. At the top, there is a banner with the school's name and address: "SAINT FRANCIS PREPARATORY SCHOOL, 6100 FRANCIS LEWIS BLVD. FRESH MEADOWS, NEW YORK 11365, (718) 423-8810". Below the banner is a navigation menu with links: History, Mission/Beliefs, Principal's Newsletter, Admissions, Alumni, and Bookstore. On the left side, there is a vertical menu with links: SFP Home, Departments, Campus Ministry, Guidance/College, Sports, Activities, School Library, Parents' Guild, Summer at SFP, Teacher Access, SFPTV Live, Medical Office, Contact, Calendar, and College Credit. The main content area is titled "MYSFP Profile" and displays a user's name and email address. Below this, there is an "Update Profile" link (arrow 1) and a "Refresh Page" button (arrow 2). There is also a "Research Paper Resources" section with a "Database and Password List" link. A checkbox for saving login info is present, with a "Click to Save Login" button (arrow 6) and a "Log Out" link. Below this, there are two tables. The first table has columns for "Period", "Course", "Assignments", "Forum", and "Delete", with an "Add a Course>>>" link (arrow 3). The second table has columns for "Activity", "Delete", "Sport", and "Delete", with "Add an Activity>>>" (arrow 4) and "Add a Sport>>>" (arrow 5) links. At the bottom, there is a "Lunch Menu now Available" link and a "Discounted Microsoft Software (use your Student ID#)" link. A circular logo for Saint Francis Preparatory School is in the bottom left corner.

1. Here you update your profile (including editing email address/cell number).
2. Use this to refresh the page and see any changes you have made.
3. Add your courses to create your current schedule.
4. Add an Activity (club, etc) that you have joined or you would like to join.
5. Add the team you are on.
6. If you are on your home computer use this to save your login info.

How to use MySFP

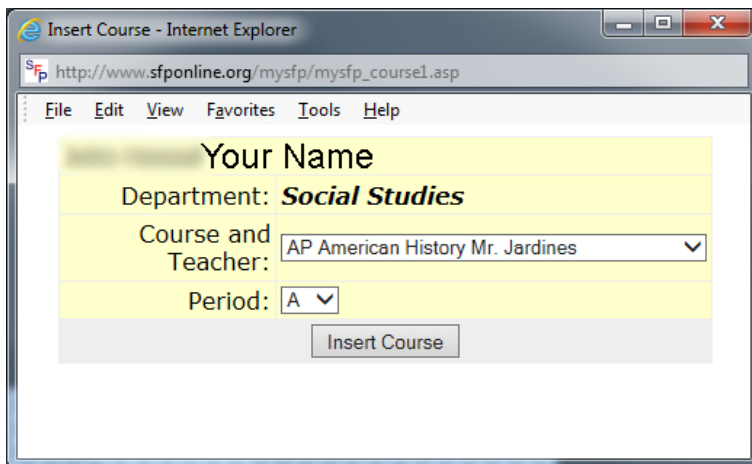
Adding a course:

Pick the department from the pop-up window (then click Next)



The screenshot shows a web browser window titled "Pick Department - Internet Explorer". The address bar displays the URL: http://www.sfponline.org/mysfp/mysfp_course.asp?mysfp_user=jrhess3. The page content includes a yellow header with the text "Your Name". Below this, the instruction "Pick the Department First" is displayed. A form field labeled "Department:" contains the value "Art" in a dropdown menu. To the right of the dropdown is a button labeled "Next>>>".

Pick Course and Teacher:



The screenshot shows a web browser window titled "Insert Course - Internet Explorer". The address bar displays the URL: http://www.sfponline.org/mysfp/mysfp_course1.asp. The page content includes a yellow header with the text "Your Name". Below this, the text "Department: **Social Studies**" is displayed. A form field labeled "Course and Teacher:" contains the value "AP American History Mr. Jardines" in a dropdown menu. Below this is a form field labeled "Period:" with the value "A" in a dropdown menu. At the bottom of the form is a button labeled "Insert Course".

Click Insert Course, you can then follow the same procedure to add your other courses.

When your courses are added, use the refresh button to see your schedule.

Adding Sports and Activities is the same procedure.