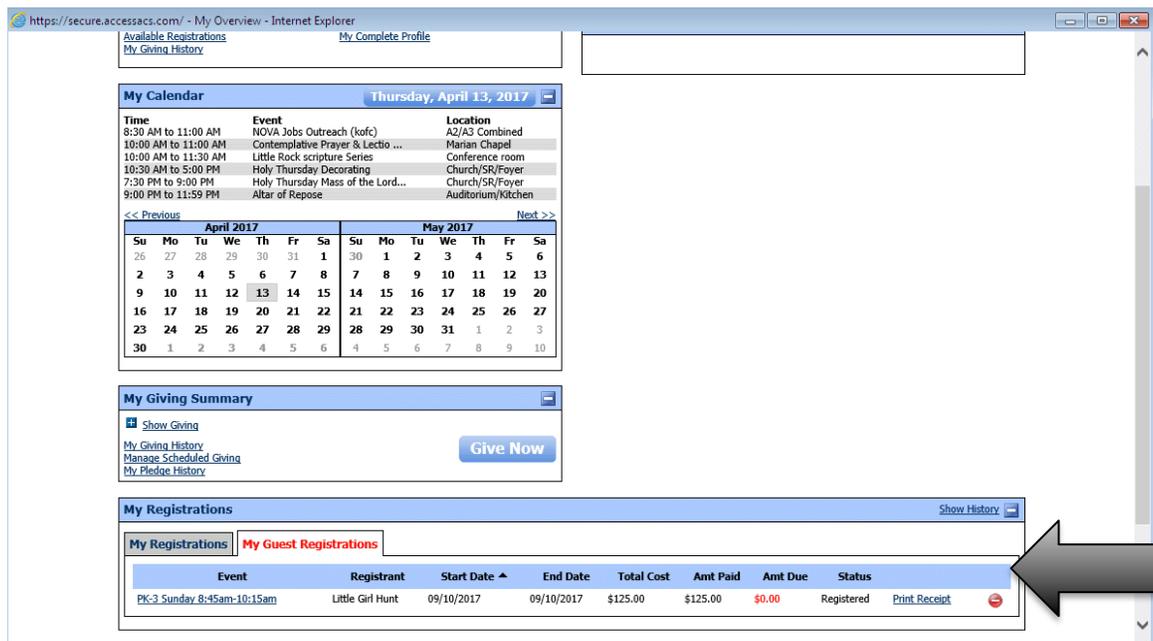


St. John Neumann Faith Formation Registration How to Change the Day and/or Time of Your Registration

If you are in need of changing the class day and/or time of your current registration, you will need to cancel your registration and re-register for the correct session. To do this, follow these directions:

1. Login to your Secure Access Account <https://secure.accessacs.com/>
2. Click on “Available Registrations” to see what classes are currently available.
3. Go back to the **Home** tab and scroll down to the “My Registrations” section.
4. You may need to click on the “My Guest Registrations” tab to view your current registrations.
5. Click on the red circle  next to the registration you need to change. This will cancel your registration and refund your previous payment.



The screenshot shows the 'My Registrations' section of the website. It includes a 'My Calendar' section with a list of events for Thursday, April 13, 2017, and a calendar grid for April and May 2017. Below the calendar is a 'My Giving Summary' section with a 'Give Now' button. The 'My Registrations' section is active, showing a table with columns for Event, Registrant, Start Date, End Date, Total Cost, Amt Paid, Amt Due, and Status. A red minus sign icon is visible next to the registration entry for 'PKC-3 Sunday 8:45am-10:15am'.

Event	Registrant	Start Date	End Date	Total Cost	Amt Paid	Amt Due	Status
PKC-3 Sunday 8:45am-10:15am	Little Girl Hunt	09/10/2017	09/10/2017	\$125.00	\$125.00	\$0.00	Registered

6. Now you can re-register. Registration directions may be found on the Faith Formation page at www.saintjn.org