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 <u>https://secure.accessacs.com/</u>
- 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.

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