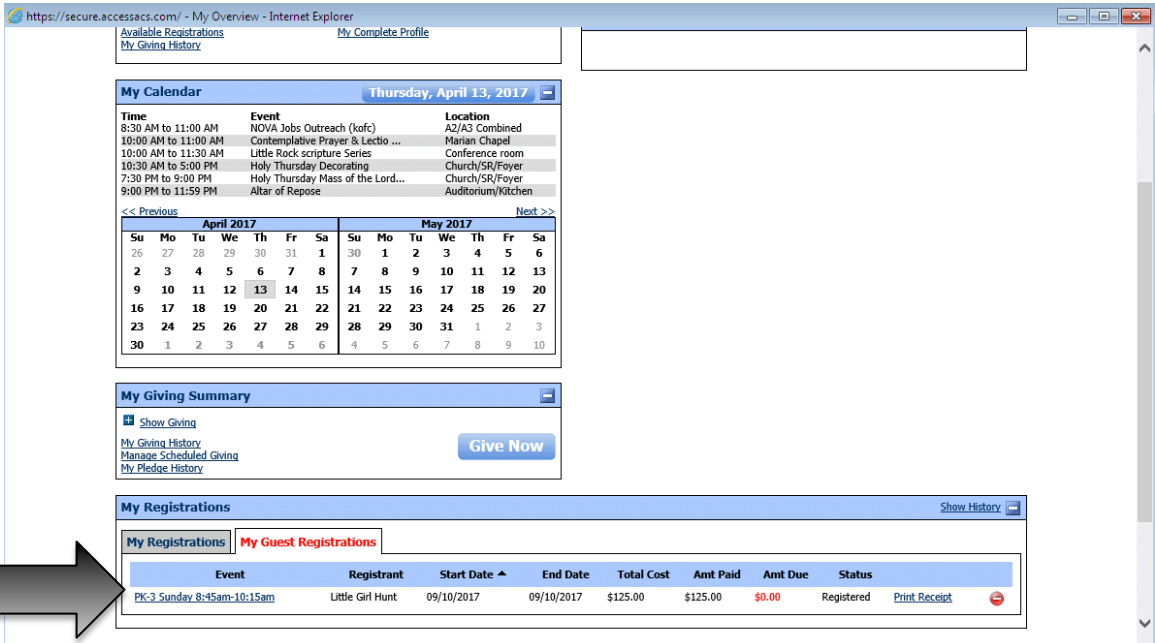


St. John Neumann Faith Formation Registration How to Edit My Registration


You can make a change to your current registration at any time (with the exception of emergency contact and/or medical information). ***IF YOU NEED TO MAKE A CHANGE TO YOUR EMERGENCY CONTACT AND/OR MEDICAL INFORMATION, PLEASE SEND AN EMAIL TO: reregistration@saintjn.org***

1. Login to your Secure Access Account <https://secure.accessacs.com/>
2. Go back to the **Home** tab and scroll down to the “My Registrations” section.
3. You may need to click on the “My Guest Registrations” tab to view your current registrations.
4. Click on the to the registration you need to change.



The screenshot shows the 'My Registrations' section of the website. It includes a 'My Calendar' section with a table of events, a 'My Giving Summary' section with a 'Give Now' button, and a 'My Registrations' section with a table of registrations. A large grey arrow points to the first registration entry in the table.

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

5. Click on register 
6. You may now view your registration and make the changes you need to make. Use the “next” button to take you through the registration. 