## 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 CONTACY AND/OR MEDICAL INFORMATION, PLEASE SEND AN EMAIL TO: reregistration@saintjn.org* 

- 1. Login to your Secure Access Account <u>https://secure.accessacs.com/</u>
- 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.

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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. Next >>