



# MOST HOLY TRINITY SCHOOL

## Directions to Set Up MyMHT Account

Each parent must follow these instructions individually to create their own account.

1. Open your favorite Browser and go to <http://mostholytrinity.myschoolapp.com>.
2. Click on forgot my password or first time logging in?
3. Enter your email address. Click box for username & password. Click Send.
4. You will get a message that says Email Sent. DO NOT close this window. You will need to enter information into this window.
5. Check your email. You should have 2 messages (if you don't see them, check your spam). One message will have your username, the other will have a Confirmation Key to reset your password.
6. Enter the Confirmation Key in the window mentioned in #4.

Enter your choice for a password and confirm it. Click set password

7. Next comes the screen to update your profile information. Please Do Not skip this step. We must ensure that all information is correct including Emergency Contacts.

## To Personalize Settings

1. You are now at your Dashboard.
2. Click on your name in the upper right corner of the Menu Bar. Go down to Settings
3. On the left are links for Account Settings. This is where you will set up text or email notifications as well as Privacy Settings for each directory.
4. Click on your child's name (upper left corner). Starting in August, this is where you will see links for teacher bulletin boards as well as attendance grades.