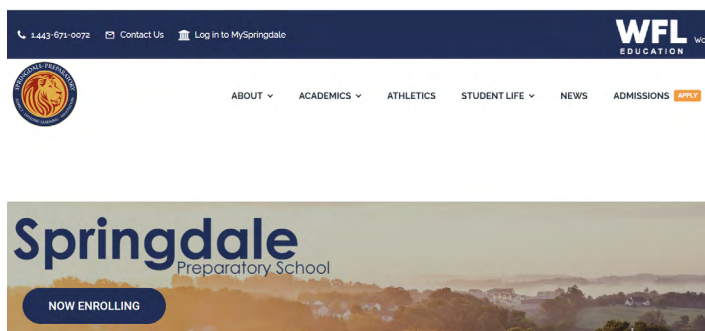




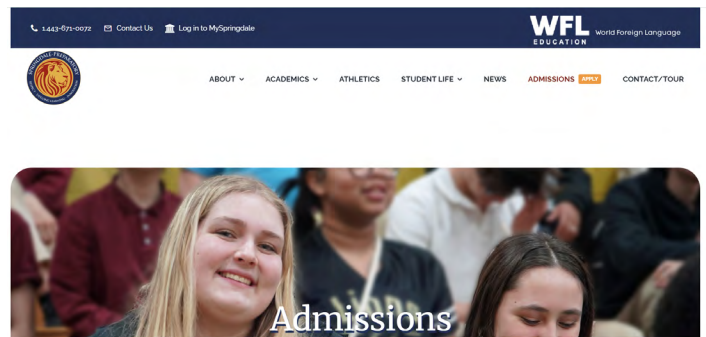
# Online Application Instructions

Parents who already have an interest in enrolling their children at Springdale Preparatory do not need to complete an online inquiry and may proceed directly to applying to the school using the Online Application. Below are the procedures they will follow to complete the online application.

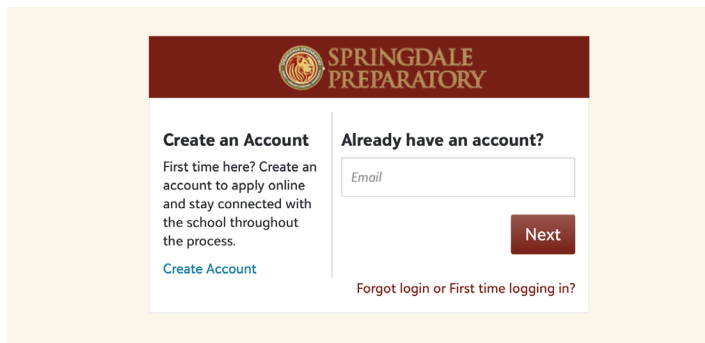
**1** Visit the Springdale Preparatory School website: <https://springdaleprep.org/>



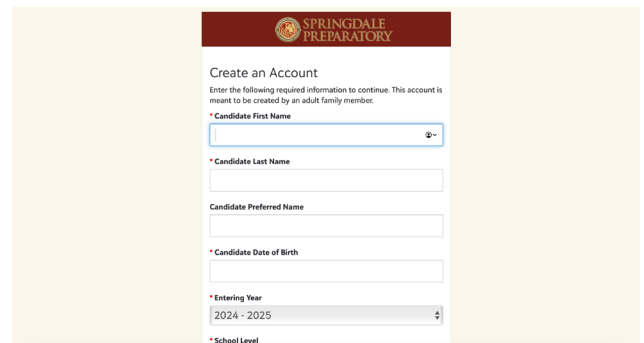
**2** Click Admissions (Apply). Scroll until you see an “APPLY TODAY!” button. Click that button to begin the application process.



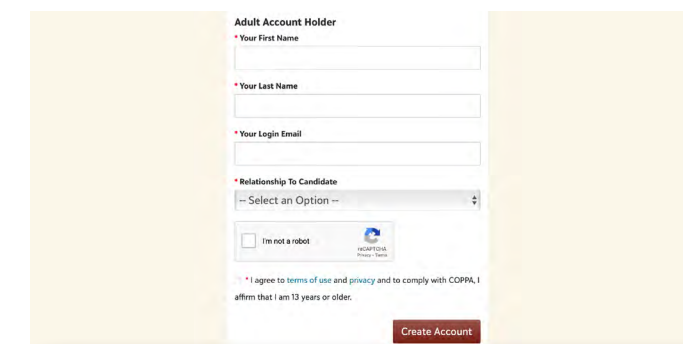
**3** Click the “Create Account” link. You need to create an account with our school management system, “MySpringdale.”



**4** The “Candidate” is the student applying to SPS. Fields marked with an asterisk are required.



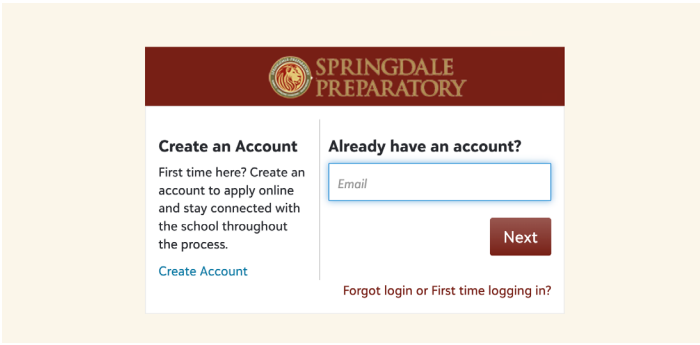
**5** Next, provide your information. Once you have completed all required fields and solve the CAPTCHA, click “Create Account.”



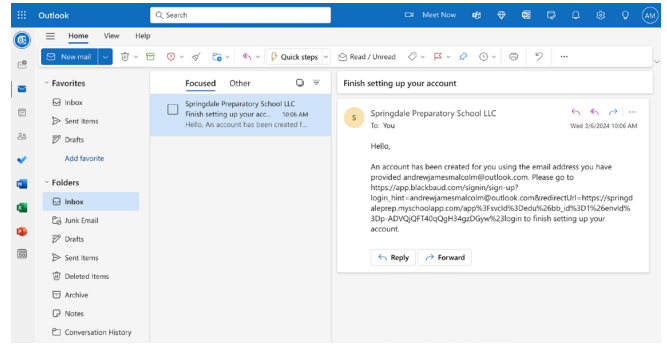
**6** Once you have completed the account creation steps above, you should see a notice:



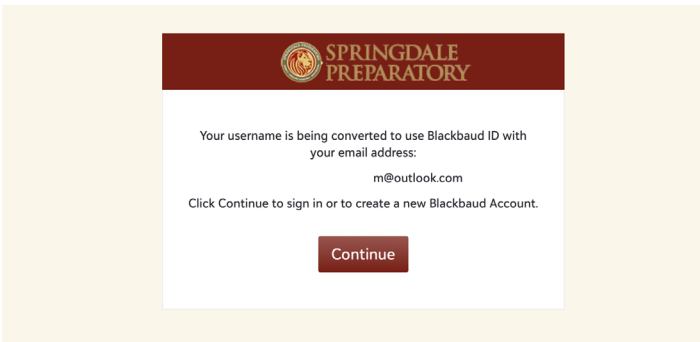
**7** If you click "Back to Login Screen," you can enter your email and click "Forgot Login or First Time Logging In."



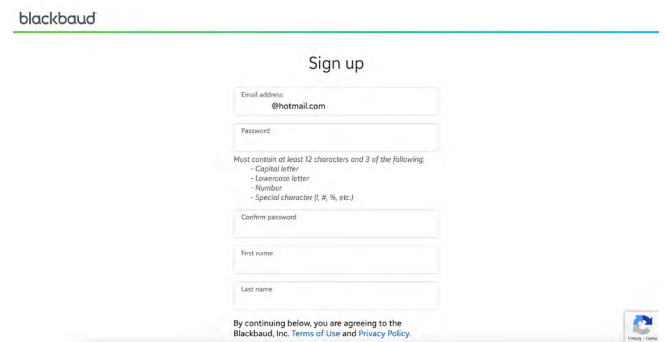
**8** You should also receive an email notification with a link to finish setting up your account:



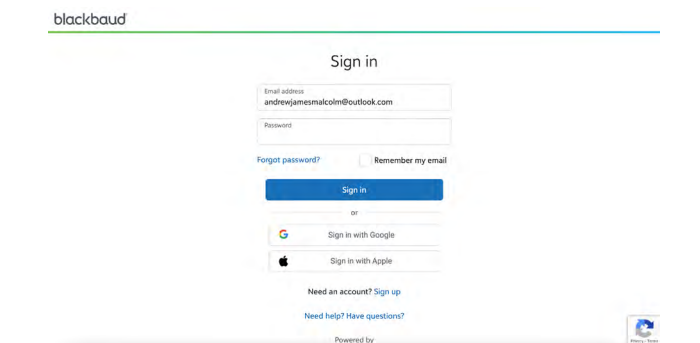
**9** Click "Continue" to continue setting up your account on MySpringdale.



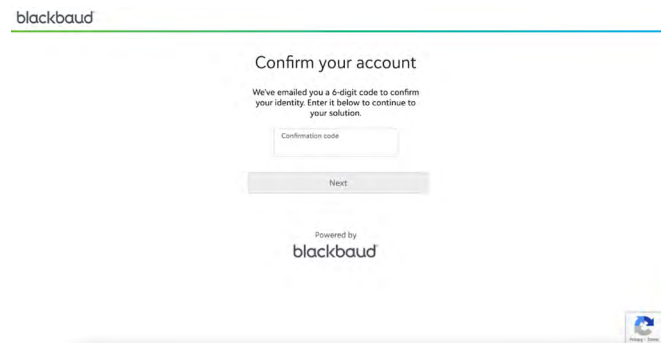
**10** Create a password for your account, then confirm your first and last name. Scroll down and click the "Sign up."



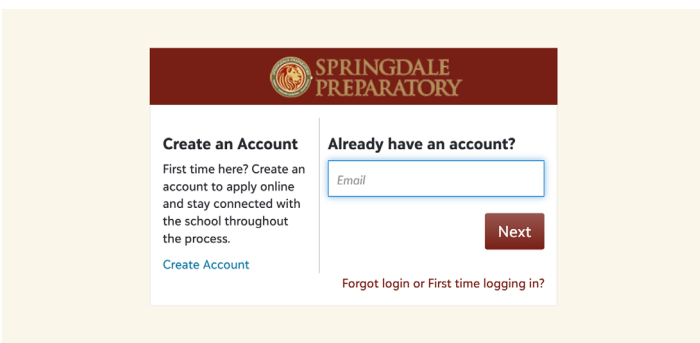
**11** Alternatively, you can choose to use a Google or Apple account as a Single Sign On (SSO) account.



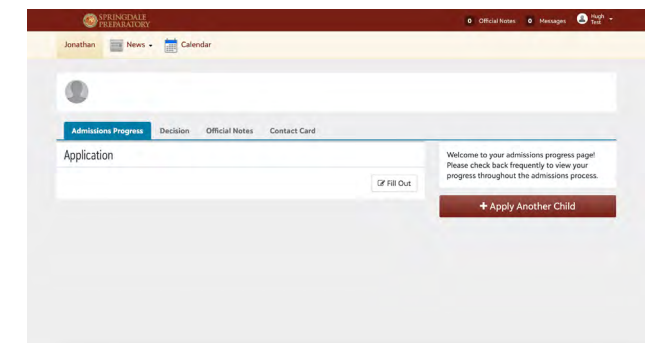
**12** You may be asked to enter a confirmation code sent to the email you used to create the account.



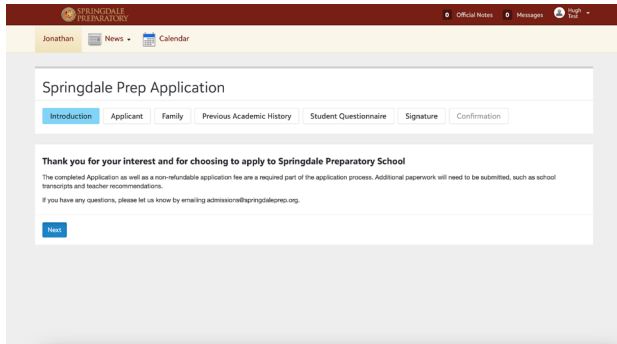
**13** After confirming your account, you should be returned to the login screen.



**14** Entering your email address and clicking "Next" should log you in to your MySpringdale account.



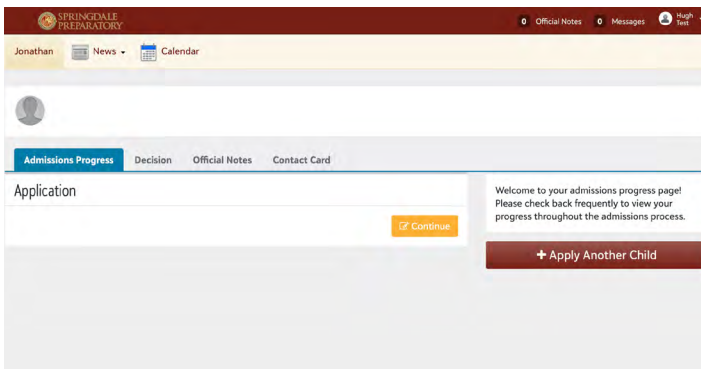
**15** From this point, you can begin to complete the application for your child by clicking the "Fill Out" button under the Application section of the "Admissions Progress" tab.



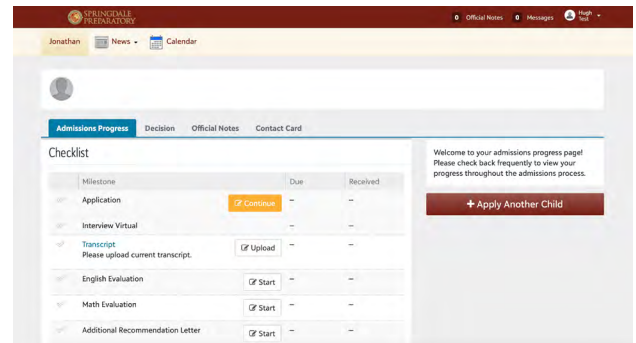
**16** Take the time to fill in all required information (marked with an asterisk).

Prefix	
First Name	Jonathan
Middle Name	
Last Name	Test
Suffix	
Preferred Name	Johnny
Gender	Male
Pronouns	He/Him/His

**17** Once you have completed the application and signed with your digital signature, you will receive a confirmation that the application has been submitted.



**18** At this point, a checklist will appear with additional documents to complete your application. Meanwhile, a member of the admissions team will begin to process your application and communicate the next steps.



If you have any questions or issues during this process, reach out to us using the [admissions@springdaleprep.org](mailto:admissions@springdaleprep.org) email address. A member of our team will get back to you as soon as we are able to so that we can help you join our community!