



2021-2022 Registration Instructions for Returning Oratory Prep Families

If you have already completed an enrollment for a son who applied to Oratory for the 2021-2022 school year as a new student, please use your existing account to sign into the [portal](#) to view the contract and form for your currently enrolled son(s).

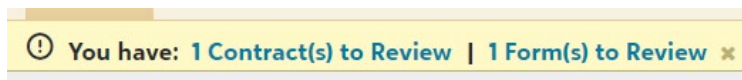
All others should follow the instructions below to setup your access to the new portal:

- Visit <https://oratoryprep.myschoolapp.com>.
- Click on the “Forgot login or First time logging in?” link at the login screen.
- Enter in an email address that you have used with TADS or have on record with Oratory. If you need help retrieving this information or need to update your email address on record with us, please contact Mr. Yoo at jyoo@oratoryprep.org.
- Check the boxes next to “Username” and “Password”.
- Click Send.

You will then receive 2 emails from oratoryprep@myschoolapp.com.

- The email with the subject, “Username Request,” will contain your username.
- The email with the subject, “Password Request URL,” will contain a link to create a new password for your account.

Log back into <https://oratoryprep.myschoolapp.com> using your new credentials. You will see a banner indicating that you have “1 Contract to Accept” and “1 Form to Review”. You may click on either hyperlinked notification to review the contract and enrollment form.



When you start the contract form, you may see a message asking if you have an existing Tuition Management account with Oratory Prep. **Unless you have already completed a contract for a son who applied to Oratory for the 2021-2022 school year as a new student, please click on “No”.**

Oratory Prep uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Oratory Prep?**



Yes, I already have a Tuition Management account with Oratory Prep



No, I do not already have a Tuition Management account with Oratory Prep



A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.

[Continue to Contract](#)

Please review and complete both forms by Wednesday, March 31, 2021 to guarantee your son’s registration. Note that only 1 parent will need to complete and sign these forms. If you ever need to revisit your tuition management account, you may navigate to the Resources tab in the new portal and click on the Smart Tuition tile. If you have any issues with the new enrollment process, please contact Mr. Yoo at jyoo@oratoryprep.org.