

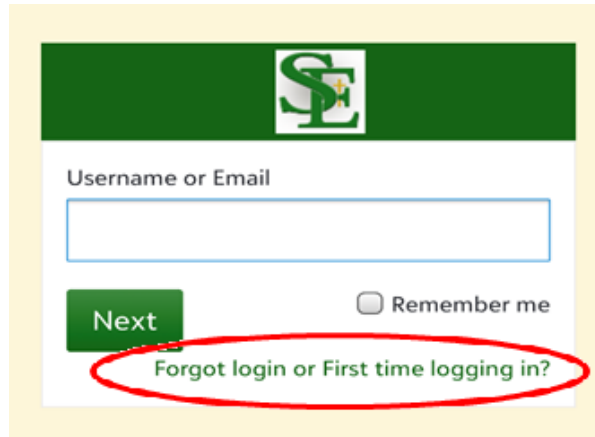
St. Edmond Catholic School

“Expecting Excellence, Achieving Greatness”



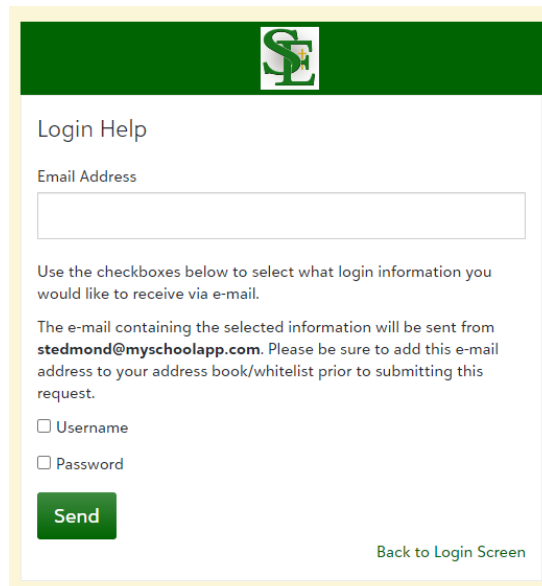
Click this link <https://stedmond.myschoolapp.com/app#login> to begin the login process with Blackbaud Tuition Management.

Click 'Forgot login or First time logging in?'



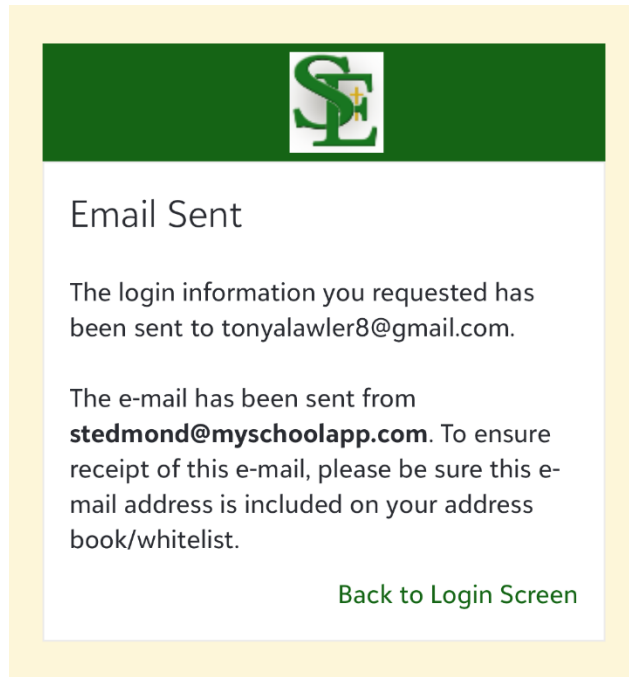
The screenshot shows the login interface for St. Edmond Catholic School. At the top is a green header with the school's logo. Below the header is a white form area. The first section is labeled 'Username or Email' and contains a text input field. Below the input field is a green 'Next' button and a checkbox labeled 'Remember me'. At the bottom of the form, the text 'Forgot login or First time logging in?' is circled in red.


Type in the your email address and check on both boxes 'username' and 'password' then click 'send'.



The screenshot shows the 'Login Help' page. At the top is a green header with the school's logo. Below the header is a white form area. The first section is labeled 'Login Help' and contains a text input field for 'Email Address'. Below the input field is a paragraph of text: 'Use the checkboxes below to select what login information you would like to receive via e-mail. The e-mail containing the selected information will be sent from **stedmond@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.' Below this text are two checkboxes: 'Username' and 'Password'. At the bottom of the form is a green 'Send' button and a link labeled 'Back to Login Screen'.

You will then receive this notification:





Email Sent

The login information you requested has been sent to tonyalawler8@gmail.com.


The e-mail has been sent from **stedmond@myschoolapp.com**. To ensure receipt of this e-mail, please be sure this e-mail address is included on your address book/whitelist.

[Back to Login Screen](#)

Check your email for two separate emails – one will be your username and the other will be to reset your password.

Click on the link in the password email for a reset. It will then bring you to this screen:





Login Help

To successfully reset your password, please enter a new password in the fields below.

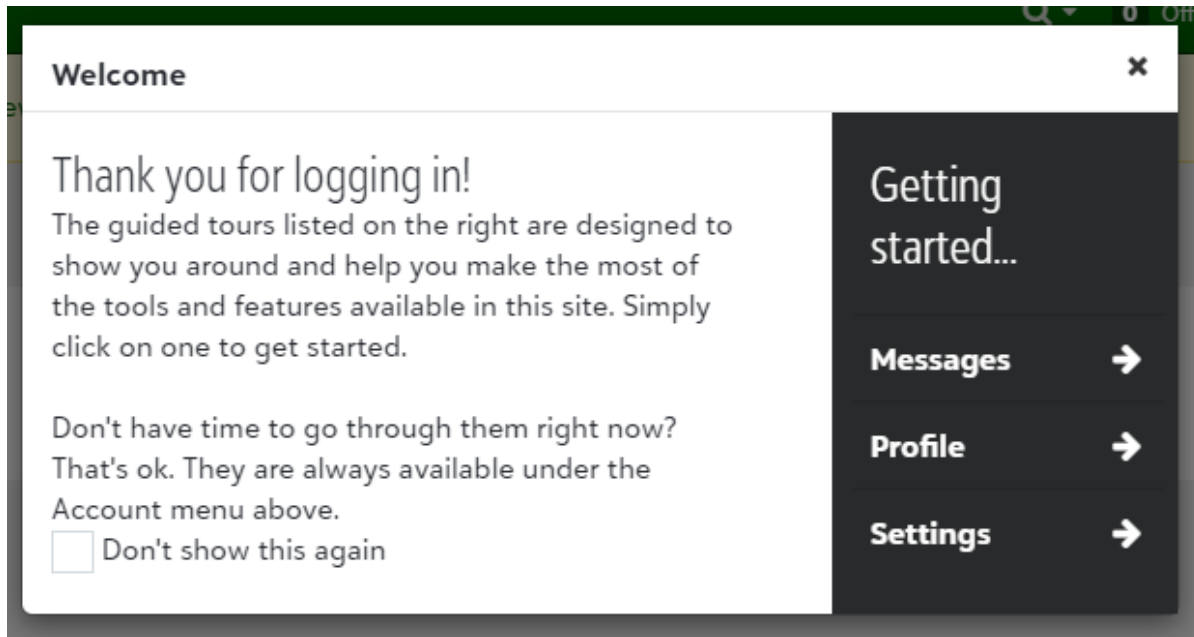
It must be at least 8 characters long and include 1 number(s). Do not use a password the same as your 6 previous passwords.

* New Password

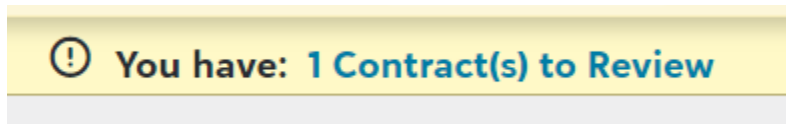
* Re-Enter New Password

[Set Password](#)

Once you create your password - you will be logged in Smart Tuition.



Exit out of the welcome message and you will see that you have a contract to review.



Click on it and you will then be able to review your contract.

Select 'No, I do not already have a Tuition Management account with Saint Edmond Catholic Schools'
Then click 'continue to contract'

Saint Edmond Catholic Schools uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Saint Edmond Catholic Schools?**

Yes, I already have a Tuition Management account with Saint Edmond Catholic Schools

No, I do not already have a Tuition Management account with Saint Edmond Catholic Schools

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

[Continue to Contract](#)

You will then see the student in which the contract is for, you will be able select your payment plan as well as your payment method.

* If you are paying out of your Iowa 529 plan select the option to 'email me an invoice for each payment I have due'.

Continue on in the agreement and initial the specified sections and click 'accept'.

Thank you for your time. This form will not be fully submitted until all responsible parties have had a chance to review and acknowledge.

Thank You

Thank you for choosing St. Edmond Catholic School for your child's education.

If you have any issues or questions regarding this process please contact Kate Stucky, Director of Operations and Finance at 515-955-6077 ext. 2035 or stuckyk@st-edmond.com