



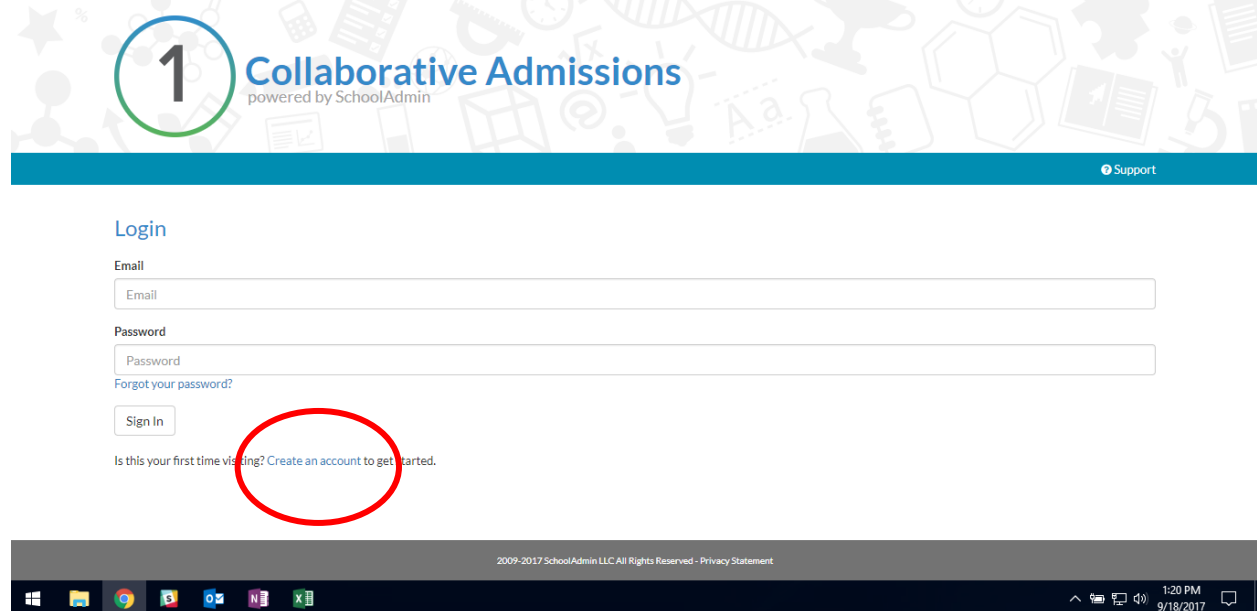
# Collaborative App Instructions

If you plan to apply to St. Catherine's as well as other Catholic High Schools, you will want to apply through the Collaborative Admissions Online Portal:

<https://schooladmin.one>

When you use the Collaborative Portal, all the schools you apply to will have shared access to the teacher recommendation and transcripts your middle school supplies on your behalf. This feature is designed to allow you to apply to all the schools of your choice efficiently, without asking you to complete forms you've already filled out.

To begin, press "create an account" on the bottom:



Enter your information and then press "Create Account."

Get started with SchoolAdmin 1

Already have an account? [Sign in.](#)

Name

Email

Password

Password Confirmation

I agree to SchoolAdmin's [Conditions of Use and Privacy Notice.](#)

Now that you have an account, enter your student's name and press "Add Student" to create an applicant:



# Collaborative App Instructions

My Students Account Support

### Applicant List

To get started, add a prospective applicant.

First Name

Last Name

Suffix

[Add Student](#)

Next to your student's name, you'll see a button that you can click to add the names of the schools to which your student is applying. (For the purposes of this demonstration, I've named the student "Test Test")

My Students Account Support

### Applicant List

Select a student to complete the admissions process.

Test Test [Select Schools & Pay](#)

[Add a new applicant](#)

When you press "Select Schools & Pay" to add the schools of your choice, the screen will look like this:

My Students Selected Schools (1) Account Support

### School Search

Select schools to apply to. When you are finished, click "selected schools" on the menu bar to continue to the application step.

Zip Code

Distance

Grades offered ▶

School type ▶


Programs offered ▶

Athletic interests ▶

Boarding options ▶

Accepts international ▶

Group Membership ▶




**Academy of the Sacred Heart**  
The Academy of the Sacred Heart was founded in 1851 and is Michigan's oldest independent school offering a Catholic, college-preparatory education to girls (Infant-Grade 12) and boys (Infant-Grade 8) of many cultures and faiths. The Academy is a member of the Network of Sacred Heart Schools, which includes 24 schools in the U.S. and Canada and affiliation with the Society of the Sacred Heart in 41 countries around the world.

Address  
1250 Kensington Road  
Bloomfield Hills, MI 48304-3029

Phone  
248-646-8900

Website  
[Click here](#)

[Add school](#)



**Austin Catholic High School**  
At Austin Catholic, we encourage our students to go beyond STEM (the fields of science, technology, engineering and mathematics), and into the STREAM, a holistic education philosophy that also embraces religion and the arts. With a full fine and applied arts curriculum, students can experience the joy of creativity and appreciation of life's beauty. This is how we define the rigorous and comprehensive college preparatory education your student will receive at Austin Catholic.

Address  
25925 23 Mile Rd.  
Chesterfield, MI 48315

Phone  
586-200-0143

Website  
[Click here](#)

[Add school](#)

Scroll down the page to find St. Catherine's. When you're done choosing schools to apply to, click "Selected Schools" in the upper right-hand corner of the blue menu bar at the top of the page (circled below in red). You will see a drop-down menu appear with the names of the schools you have chosen. If you are satisfied, click on the green button "continue to application step." (For this demo, I've only selected St. Catherine's.)

My Students Selected Schools (1) Account Support

### School Search

Select schools to apply to. When you are finished, click "selected schools" on the menu bar to continue to the application step.

Zip Code

Selected Schools (1)

- St. Catherine of Siena Academy [-](#)

[Continue to application step →](#)



You will then be presented with a 3-page “New Student Application Form” common to all the schools. Go ahead and complete that now.

Once complete, you are ready to pay any application fees. St. Catherine’s does NOT have an application fee, so you may proceed by submitting your payment of \$0.00

Now you are once again presented with the option of adding additional schools. Once satisfied with your list of schools, go ahead and press “Submit Application.”

Now press “Continue Process” to complete any remaining items on the applications to the schools of your choice.



# Collaborative App Instructions

## Applicant List

Select a student to complete the admissions process.

Test Test

St. Catherine of Siena Academy  
Application Submitted  
3 Items Remain | [View Checklist](#)

[Continue Process](#)

[Select Additional Schools](#)

[Add a new applicant](#)

When you press “Continue Process” for a St. Catherine’s application, you will be presented with a checklist of items that looks like this:

### Test Test

Applying at St. Catherine of Siena Academy

- Application [View Application](#)
- Student Application [View Form](#)
- Teacher Recommendation [Send Request](#)
- Transcript Request [Send Request](#)
- St. Catherine of Siena Academy Supplement [Upload Files](#)

Please print off and complete the Saint Catherine of Siena Academy Supplement. You may submit the completed supplement by mail to St. Catherine of Siena Academy or drop it off by hand at the Main Office. Alternatively, you may also scan your completed supplement and submit it by email to [admissions@saintcatherineacademy.org](mailto:admissions@saintcatherineacademy.org). Once we have received your completed supplement, we will mark this checklist item as complete.

As you can see, our Test Student has only completed 2 of the 5 items that are required for her application to be complete. Directions for each item can be found within the checklist.

Step 5, the “St. Catherine of Siena Academy Supplement”, completes the application process for St. Catherine’s. Thank you for submitting your application to St. Catherine of Siena Academy! We look forward to reviewing your application!!