Registering for Fall Classes
2021-2022
Login through Vermont Academy’s Website

- Go to: www.vermontacademy.org
- Click on the “Login” button on the top right corner of the screen.
Enter your “My School App” Username

- **Returning students**: enter your Username. If you do not remember your username, click on the “Forgot Login” link.

- **New Incoming students**: click on the “First Time Login” link.
“First Time Login”

New Incoming Students:
1. Enter your personal email address.
2. Click on the boxes for “username” and “password.”

Returning students:
1. Enter your Vermont Academy email address.
2. Click on “username” and “password.”
When you request a username and password, you will receive two emails from: vermontacademy@myschoolapp.com

- One will give you your username, the second will contain a link to reset your password. That link will bring you to the "Password Reset" page. Make sure to follow the guidelines for creating passwords.
- Once you have created a new password, return to the "Login" page to enter the Student Portal for Vermont Academy
Once you get logged in, you will be brought to the Student’s Homepage.

Click on the link in the second bar, “Course Requests”
**Course Requests Menu**

- When you click on “Course Requests” you will see a list of Departments that offer courses for your Grade Level.
- Click on the arrow to the left of the Department to view the specific course.

- Click on “Request” to select a course.
- Once you have selected your courses, click on “SAVE” at the bottom of the page.
Questions?

• If you have any problems with either logging in or requesting courses, please contact any of the staff below:

  • **Mr. Jeff Gaudet** – Director of Technology – jgaudet@vermontacademy.org
  • **Ms. Tammy Clark** – Registrar – tclark@vermontacademy.org
  • **Mrs. Lorna Schilling** – Academic Dean – lschilling@vermontacademy.org