

BLESSED TRINITY
CATHOLIC HIGH SCHOOL

BT Website - New User Registration



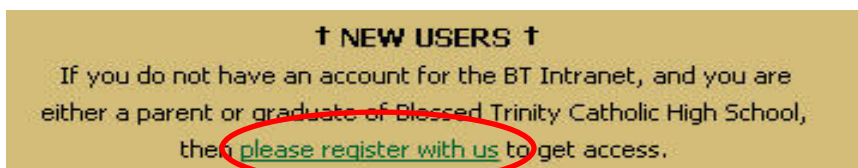
New User Registration

1. Go to the Blessed Trinity Catholic High School Web site home page, by entering the following the URL <http://www.btcatholic.org>
2. Proceed to the bottom of the page and Click **“Login”**.



Login Screen

3. The Login screen will display. As a New User registering for the first time, Click **“Please Register With Us”**. **NOTE:** If you are a current registered user follow Login directions.



Parent Sign Up Screen

Name	
Name*:	First Name*: <input type="text"/>
	Last Name*: <input type="text"/>
Contact Information	
E-mail Address and Phone Number:	E-mail Address*: <input type="text"/>
	Phone: (<input type="text"/>) <input type="text"/> - <input type="text"/> (Optional)
Login Information	
Login ID*:	<input type="text"/>
Password:	You will be sent an e-mail to validate your e-mail address and you will be prompted to supply a password.
<input type="button" value="Continue"/>	

4. The Parent Sign Up screen will display. Enter all required information on the form:
 - Name (**First, Last**)
 - Contact information (**Email Address, *Phone Number is optional**)
 - Login Information (**Login ID – Must be at least 4 characters in length**)
5. Click **“Continue”** after entering the required information.



Parent Sign Up Screen

- The Parent Sign Up screen for New User Sign Up will display. An email will be sent to the email address you provided in **Step 4** within 5 minutes.

Blessed Trinity Intranet - Parent Sign Up

Please follow the instructions below:

New User Sign Up:

Additional instructions was sent to the e-mail address that you provided. **After you receive the e-mail please follow the instructions contained in the e-mail.** Thank you.

Parent Email Receipt

- NOTE:** The email subject line will read “**Blessed Trinity Intranet – Get Password**”. Follow the instructions provided in the email.

Please click on the following activation link:
<https://www.btcatholic.org/intranet/verify.asp?Code=bocu6456&Action=Authorize>

If the link does not work then please copy and paste the link into your browser or:

Visit <https://www.btcatholic.org/intranet/verify.asp> and enter the following code: bocu6456

After you click on the authorization link you will return to the web site and be prompted to enter a new password.

Thank you - Blessed Trinity Support

Parent Sign Up – New Password Screen

- The Parent Sign Up – New Password screen will display. Enter the required information on the form:
 - Password (**Your selected Password**)
 - Password Confirmation (**Renter your selected Password**)
- Click “**Continue**” after entering password information.

Blessed Trinity Intranet - Parent Sign Up

Please follow the instructions below:

Your authorization code has been approved. Please enter a new password, re-type your password and then press continue.

Please Enter a New Password

Password:

Password Confirmation:



Parent Sign Up – New Password Screen

Blessed Trinity Intranet - Parent Sign Up

Please follow the instructions below:

Your password has been updated, encrypted and saved to the database.

Please [click here to continue to the login screen](#). You will be prompted to enter your new password.

10. Click on the link ***“Click Here To Continue To Login Screen”***.

Parent Login Screen

† Login to "My BT"	
Login ID:	KS1Williams
Password:	
<input type="checkbox"/> Remember my Login ID	
<input type="button" value="Enter"/> <input type="button" value="Reset"/>	

11. The My BT Login screen will display. Enter the following information on the form:

- Login ID (**Note: Your selected Login ID will display**)
- Password (**Your selected Password**)

12. Click ***“Enter”*** to proceed to your personal Parent Intranet Home Page.



Blessed Trinity Catholic High School

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