

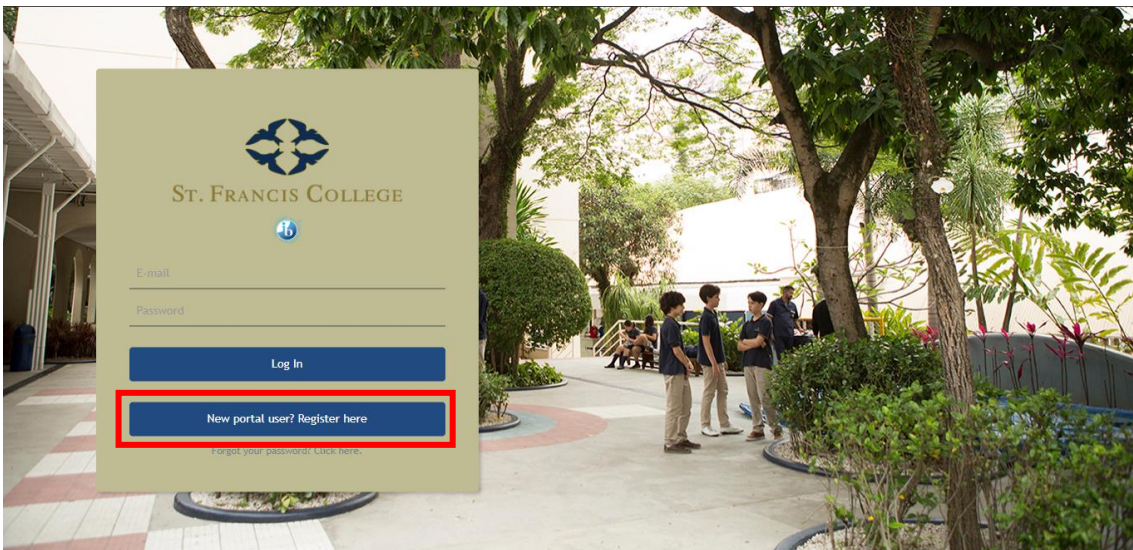
New portal user

If you never accessed the St. Francis Portal before, you will have to set a password for your e-mail first.

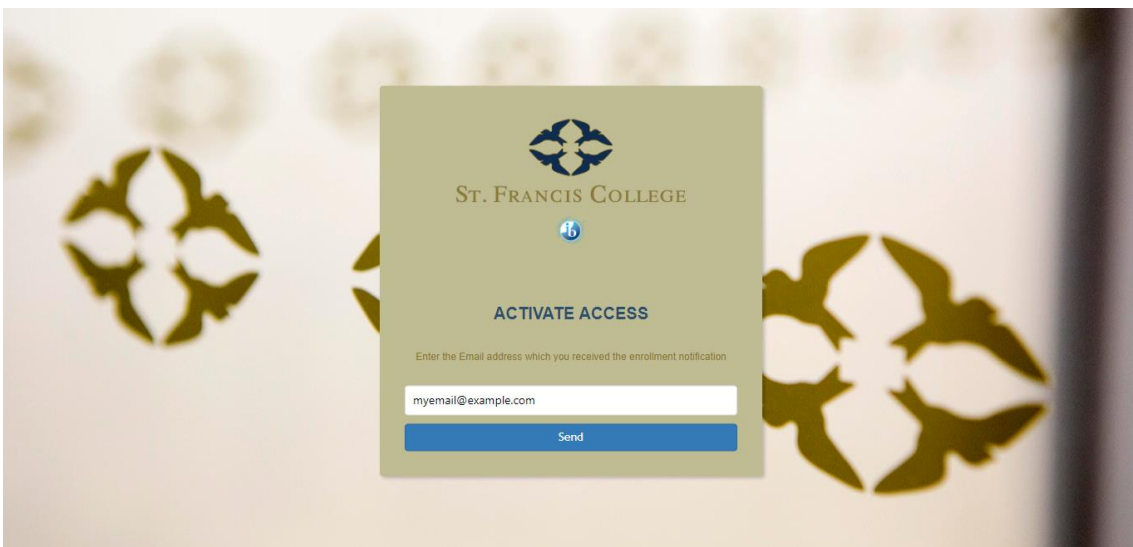
1. For that, access the link below:

<https://portal.stfrancis.com.br>

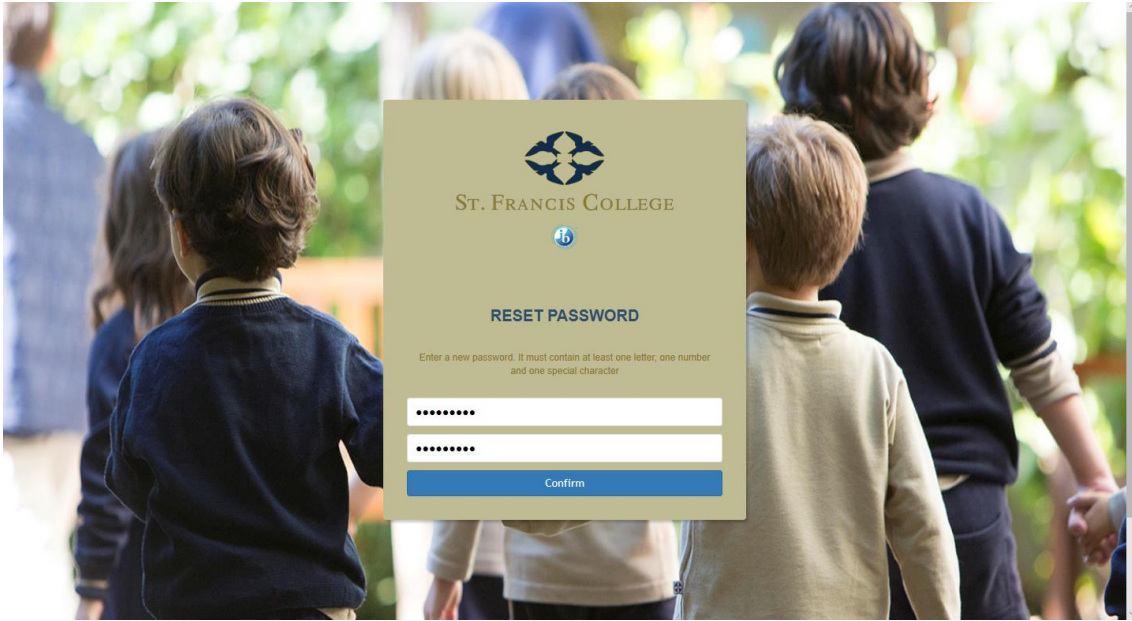
2. Click on the “New portal user? Register here” button:



3. On the next page, inform your e-mail and click on “Send”.



4. After this, you should receive an e-mail containing a link to set your password. The e-mail will be sent by the address support@stfrancis.com.br, with the subject "St Francis School Portal - First Access"
5. Click on the link "Click here to set your account" to proceed.
6. Now, type and confirm your password, informing at least one number, one letter and one special character (such as @, !, #, etc.). The password should have a minimum of 6 characters.



7. Click on the "Confirm" button to set your password.
8. You should receive another e-mail from support@stfrancis.com.br, with the subject "St Francis School - Password definition", confirming the configuration of the password.
9. Now, go back to <https://portal.stfrancis.com.br> and inform the same e-mail as informed on step 3, and the just created password.
10. Click on the Log In button and you will be able to access the portal

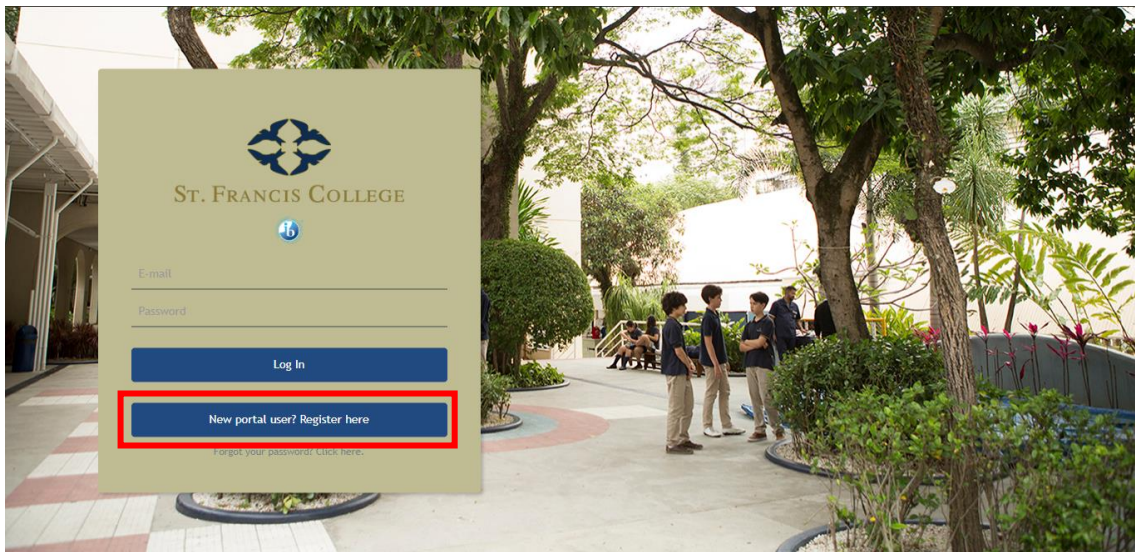
Primeiro Acesso

Caso você nunca tenha acessado o St. Francis Portal, primeiro será necessário definir uma senha para seu e-mail.

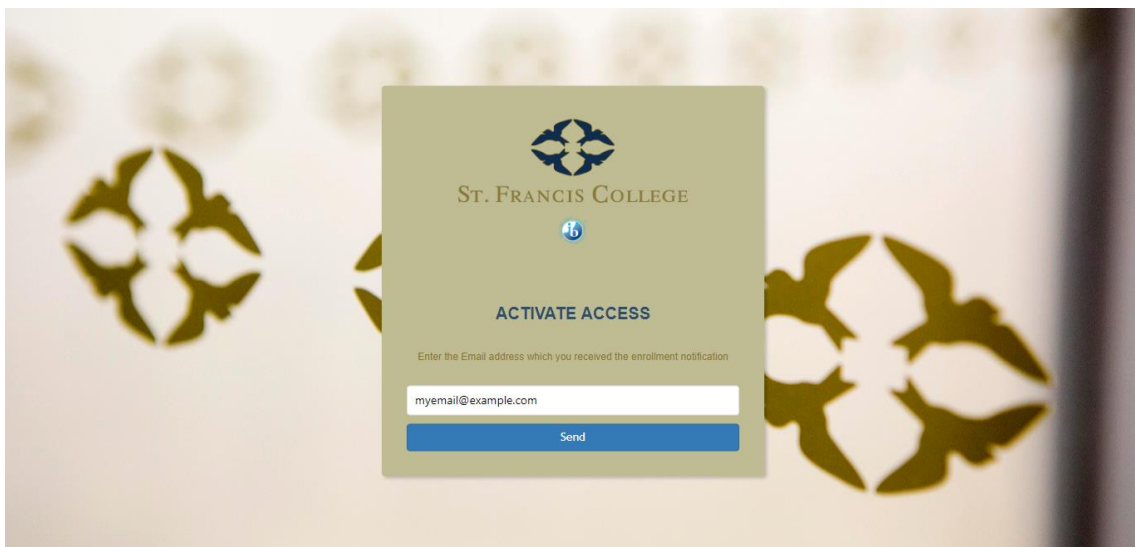
1. Para isso, acesse o link abaixo:

<https://portal.stfrancis.com.br>

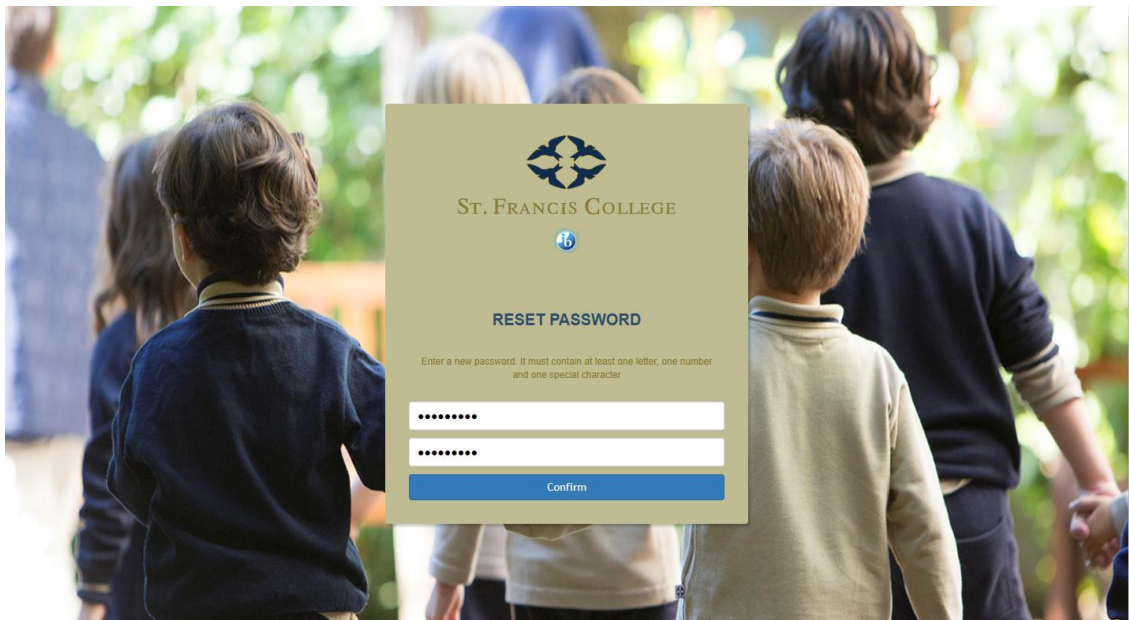
2. Clique no botão “New portal user? Register here”:



3. Na próxima página, informe seu e-mail e clique em “Send”.



4. Feito isso, você deve receber um e-mail contendo um link para definir sua senha. O e-mail será enviado pelo remetente support@stfrancis.com.br, com o assunto "St Francis School Portal - First Access"
5. Clique no link "Click here to set your account" para prosseguir.
6. Agora, digite e confirme sua senha, informando pelo menos um número, uma letra e um caracter especial (como @, !, #, etc.). A senha deve conter pelo menos 6 caracteres.



7. Clique no botão "Confirm" para definir sua senha.
8. Você deverá receber outro e-mail do remetente support@stfrancis.com.br, com o assunto "St Francis School - Password definition", confirmando a definição da senha.
9. Retorne para o site <https://portal.stfrancis.com.br> e informe o mesmo e-mail informado no passo 3, e a senha recém-criada.
10. Clique no botão de Log In e você deverá conseguir acessar o portal.