


## 2025-26 Returning Student Registration Instructions

Please complete the following steps to register your student for the 2025-26 school year and secure their spot at Brophy College Preparatory. The MANDATORY ONLINE FORMS must be completed and submitted by **March 13, 2025**.

### STEP 1 – Setting up your new Veracross account

Each parent will receive a welcome email from Veracross that will include your username and a link to set up your password. In order to complete the registration process, you will need to set up your Veracross account.

- Check your inbox for an email titled “*Your Brophy College Preparatory Veracross Account*” from Veracross. If you do not see it in your inbox, please check your spam folder.
- Make note of your username (email address) and select the “click this link to set up your account” hyperlink in the email.
- Set up your password and click “Submit.” Please record your password as Veracross will replace myBrophy as the school’s student information system for the 2025-26 school year.



BROPHY COLLEGE PREPARATORY  
Reset Your Password

**jill.bronco@brophyonline.org**

For security reasons, your new password must meet the following requirements:

- Must be at least 8 characters long
- Must contain both lower and upper case letters
- Must contain at least 1 number
- Cannot contain your username
- Password must not have appeared in any public data breach ([How do we know this?](#))

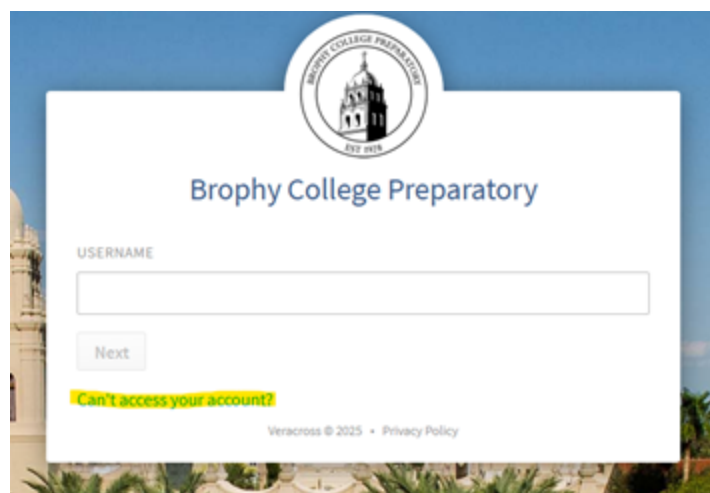
NEW PASSWORD

CONFIRM NEW PASSWORD

## Can't find the "Your Brophy College Preparatory Veracross Account: email?"

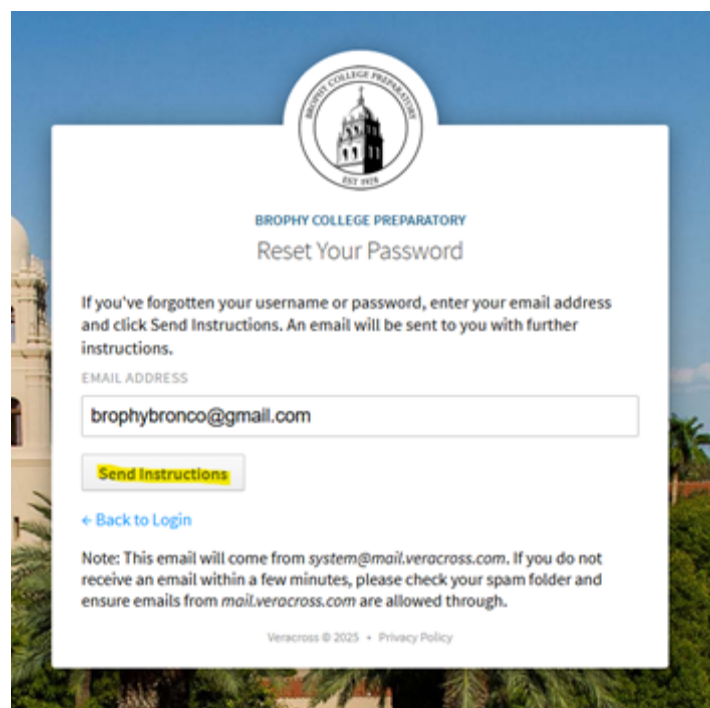
Visit the Veracross login page: <https://accounts.veracross.com/brophyprep/portals/login>

- Click on "Can't access your account?"



The image shows the Brophy College Preparatory login page. At the top is the school's circular logo. Below it, the text "Brophy College Preparatory" is displayed. There is a "USERNAME" label above a text input field. A "Next" button is located below the input field. A link that says "Can't access your account?" is highlighted in yellow. At the bottom, it says "Veracross © 2025 • Privacy Policy".

- Type in the email address you receive Brophy communications at and click "Send Instructions."

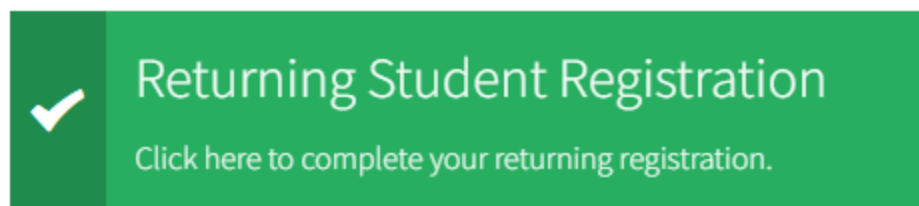


The image shows the "Reset Your Password" page on the Veracross system. It features the Brophy College Preparatory logo at the top. The heading "Reset Your Password" is centered. Below the heading, a message states: "If you've forgotten your username or password, enter your email address and click Send Instructions. An email will be sent to you with further instructions." There is an "EMAIL ADDRESS" label above a text input field containing the email "brophybronco@gmail.com". A "Send Instructions" button is highlighted in yellow. Below the button is a link that says "← Back to Login". A note at the bottom reads: "Note: This email will come from system@mail.veracross.com. If you do not receive an email within a few minutes, please check your spam folder and ensure emails from mail.veracross.com are allowed through." At the very bottom, it says "Veracross © 2025 • Privacy Policy".

- The system will email you a link to set up your password and access your account.

## STEP 2 – Complete the required steps below in Veracross by March 13, 2025

- Select the Returning Student Registration banner at the top of your [Veracross](#) homepage to begin the registration process.



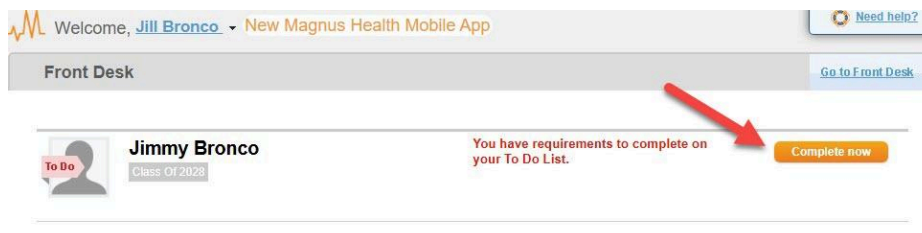
- **Review and Update Information section:** Select the "Update Family Profile" button. Review and update your family information including address, phone numbers, emergency authorized pickup contacts, and your directory privacy settings.
- **Agreements and Policies section:** Select the "Update Agreements and Policies" button. Answer the brief questionnaire.
- **Medical Forms and Releases section:** Select the "Complete your forms" button. This will take you to the Magnus Health portal.
  - The first time you visit the Magnus Health portal, you will be asked to review and accept the terms and conditions:

Please agree to our terms and conditions to complete **your** account setup.

☐ I have read and agree to Magnus Health's [Terms and Conditions](#) & [Privacy Policy](#)

[Next](#)

- Click on the "Complete now" button next to each of your students to complete their forms.



- Complete each form by clicking “Fill it out” next to the form name.

Student Health Tracker

Go to Front Desk

**Jimmy Bronco**  
 Class Of 2028

Due Date  
**August 1**

**Tracker Summary**  
 Jimmy is 0% complete.

[Print Summary](#)
[Print All Records](#)

You have **5** requirement(s) in your to do list.

	Requirement	Blank Form	Action	Answer	Status
To Do	<b>AIA Consent to Treat Form</b> This is a required form that must be completed and signed by a parent/guardian with legal decision-making authority for the student.		Fill it out		
To Do	<b>Informed Consent Form</b> This is a required form that must be completed and signed by a parent/guardian with legal decision-making authority for the student.		Fill it out		
To Do	<b>Traumatic Brain Injury/Concussion Form</b> This is a required form that must be completed and signed by a parent/guardian with legal decision-making authority for the student.		Fill it out		

- Review each form. Once reviewed, click on the “Sign Here” box and type in your name to agree to the contents of the form. Once you type your name, select the “Sign” button to submit the form.

ESign

1 / 3

56%

1

2

**AIA Consent to Treat Form - English**

Parental consent for minor athletes is generally required for sports medicine services, defined as services including, but not limited to, evaluation, diagnosis, first aid and emergency care, stabilization, treatment, rehabilitation and referral of injuries and illnesses, along with decisions on return to play after injury or illness. Occasionally, those minor athletes require sports medicine services before, during and after their participation in sport-related activities, and under circumstances in which a parent or legal guardian is not immediately available to provide consent pertaining to the specific condition affecting the athlete. In such instances it may be imperative to the health and safety of those athletes that sports medicine services necessary to prevent harm be provided immediately, and not be withheld or delayed because of problems obtaining consent of a parent/guardian.

Accordingly, as a member of the Arizona Interscholastic Association (AIA), Brophy College Preparatory requires as a pre-condition of participation in interscholastic activities, that a parent/guardian provide written consent to the rendering of necessary sports medicine services to their minor athlete by a qualified medical provider (QMP) employed or otherwise designated by the school district/AIA, to the extent the QMP deems necessary to prevent harm to the student-athlete. It is understood that a QMP may be an athletic trainer, physician, physician assistant or nurse practitioner licensed by the state of Arizona (or the state in which the student-athlete is located at the time the injury/illness occurs), and who is acting in accordance with the scope of practice under their designated state license and any other requirement imposed by Arizona law. In emergency situations, the QMP may also be a certified paramedic or emergency medical technician, but only for the purpose of providing emergency care and transport as designated.

I, the undersigned, am the parent/legal guardian of **Jimmy Bronco**, a minor and student-athlete at Brophy College Preparatory who intends to participate in interscholastic sports and/or activities. I understand that the school district/AIA employs or designates QMP's (as defined above) to provide sports medicine services (as

**Sign Here**

**Sign**
Cancel

To sign this document enter your name and press the "Sign" button.

One parent/guardian with decision-making authority will need to complete the 7 required forms listed below for each returning student.

- Vital Health Record
- Over-the-Counter Medication Authorization
- AIA Consent to Treat Form
- Informed Consent Form

- Traumatic Brain Injury/ Concussion Form
- Liability/Public Release
- Permission to Travel Form

When all the forms listed above have submitted as complete, navigate back to your [Veracross](#) Returning Student Registration page and complete the steps below:

- **Financial Assistance section:** Please indicate whether you will be applying for Financial Assistance. In order to apply for financial assistance, you must do so via your [FACTS account](#).
- **Tuition Contract section:** Review and sign the Contract for each student and select your Payment Plan. Tuition contracts will not open in the portal until the steps above have been completed. One parent/legal guardian needs to sign the contract unless court documents have been submitted specifying differently, parents are separated, or parents were never legally married. In those cases, both parents will need to log into their personal [Veracross](#) accounts and sign the Tuition Contract for it to submit as complete.
- **VCPay section:** Add the banking or credit card account information to VCPay that you would like to use for your automatic tuition payments.
- **Deposit section:** Select the “Pay Enrollment Fees” box and pay your tuition deposit and complete registration for the 2025-26 school year.

### **Tuition & Deposit Information**

Brophy uses the Veracross System to process tuition payments. Your original agreement with Veracross authorizes Veracross to continue processing payments upon receipt of registration information from Brophy. Processing tuition payments through Veracross allows the family to access their tuition account at any time. Most questions regarding your tuition account may be answered by checking your tuition account online or by contacting Brophy’s Billing Office at 602-264-5291 x6229.

You will be required to establish a Veracross account for the 2025-26 school year. Your payment method and payment plan will be selected by you during the enrollment process.

All online forms must be completed by March 13, 2025, which includes paying the tuition deposit. If you have any questions regarding the Veracross System, tuition payments, or deposits please contact Ellen McCoy in the Brophy Business Office at [emccoy@brophyprep.org](mailto:emccoy@brophyprep.org).

### **Notice Regarding Tuition Funding Programs**

The State of Arizona provides several options to assist families in paying for their son’s private school education, including the Empowerment Scholarship Account (ESA) Program, and through State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the School.

Therefore, you are responsible for compliance with all terms, conditions for eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empowerment Scholarship Account, you may not utilize STO funds (or vice versa) for the same time period. The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs.

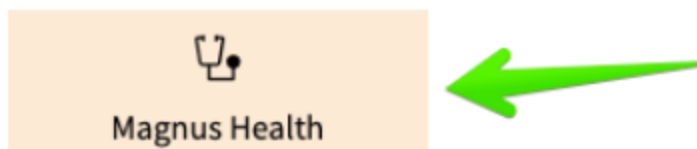
Furthermore, please be aware that payment of your son's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain your responsibility with payment expected according to the payment plan you selected.

### **STEP 3 – Submit Legal Decision-Making Documents**

Up-to-date legal decision-making documents are **required** if changes to previously submitted documents or changes to marital status have occurred. Please turn in a paper or digital copy of these documents directly to the registrar, Shawna Khan, [skhan@brophyprep.org](mailto:skhan@brophyprep.org) by March 13, 2025.

### **STEP 4 - Physical Examination Requirements for 2025-26 (Due by 6/1/2025)**

All students new and returning are **required** to submit a physical exam for the 2025-26 school year. Physical exam packets for the 2025-26 school year need to be based on a physical examination completed on or after March 1, 2025 to be valid for the upcoming school year. Physical exam packets are **due on June 1, 2025**. Physical exam packets should be submitted through [Veracross](#) in the Magnus Health app. Please log into your [Veracross](#) account and click on the Magnus Health box in your portal.



In order to comply with student records management, we will not be accepting hard copies, faxes, or email attachments of these documents. Please contact your medical provider to schedule an appointment for your student's physical. If you have any questions regarding physical exams please contact our Physicals Coordinator at [physicals@brophyprep.org](mailto:physicals@brophyprep.org). Instructions for uploading your physical exam packet are linked below.

[25-26 Physical Exam Packet](#)

[25-26 Physical Exam Packet & Upload Instructions \(English\)](#)

[25-26 Physical Exam Packet & Upload Instructions \(Spanish\)](#)

### **STEP 5 – Student Parking Permits for 2025-26 (optional)**

Any Junior or Senior student interested in obtaining a parking permit and parking on campus must organize his carpool prior to submitting an application. All Sophomore students interested in obtaining a parking permit may apply for a POP Lot sticker. Completed applications will be reviewed by the Dean's Office. Parking permits are available at no cost for the 2025-26 school year. Permits will be distributed during Orientation in **August**. Submission of a completed application does not guarantee that a student will receive a permit. To submit your parking permit application online, please complete [this form and submit it](#). If you have any questions regarding parking permits please contact Ms. Juana Arredondo in the Dean's Office at [jarredondo@brophyprep.org](mailto:jarredondo@brophyprep.org).

If you have any questions regarding the registration process for returning students please contact the registrar, Shawna Khan, at [registrar@brophyprep.org](mailto:registrar@brophyprep.org).

Thank you for registering your student for the 2025-26 school year.