# INSTRUCTIONS FOR ENROLLING YOUR CHILD

Congratulations on your child's acceptance to St. Patrick Academy! Here are step-by-step directions for logging in to your account and completing the enrollment packet. As always, should you have questions or need assistance, please do not hesitate to reach out! Feel free to email me at aproulx@stpatsri.org.

Step 1: Navigate to www.factsmgt.com, choose Log In Here at the top right of the screen.
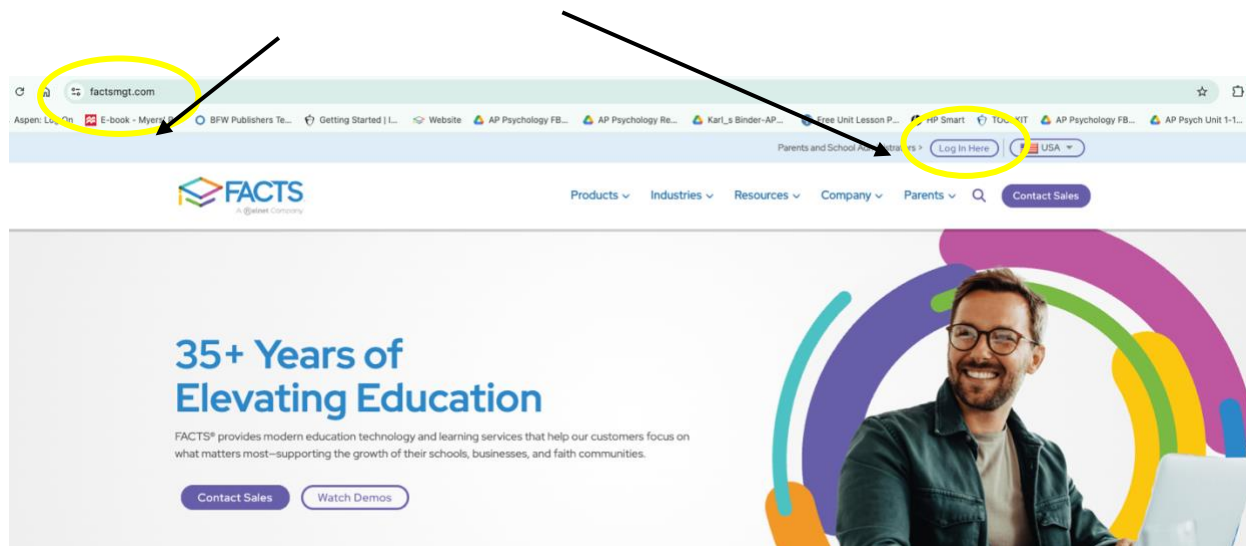
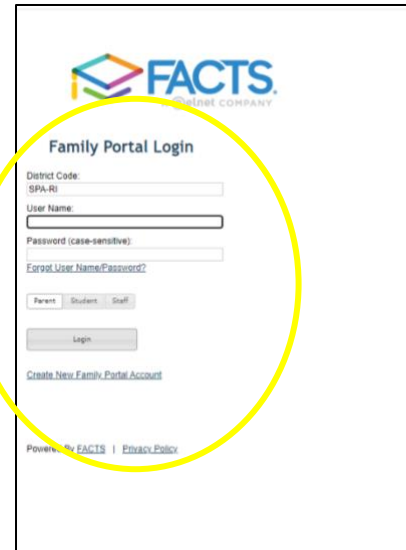Then, choose Family Portal Login.
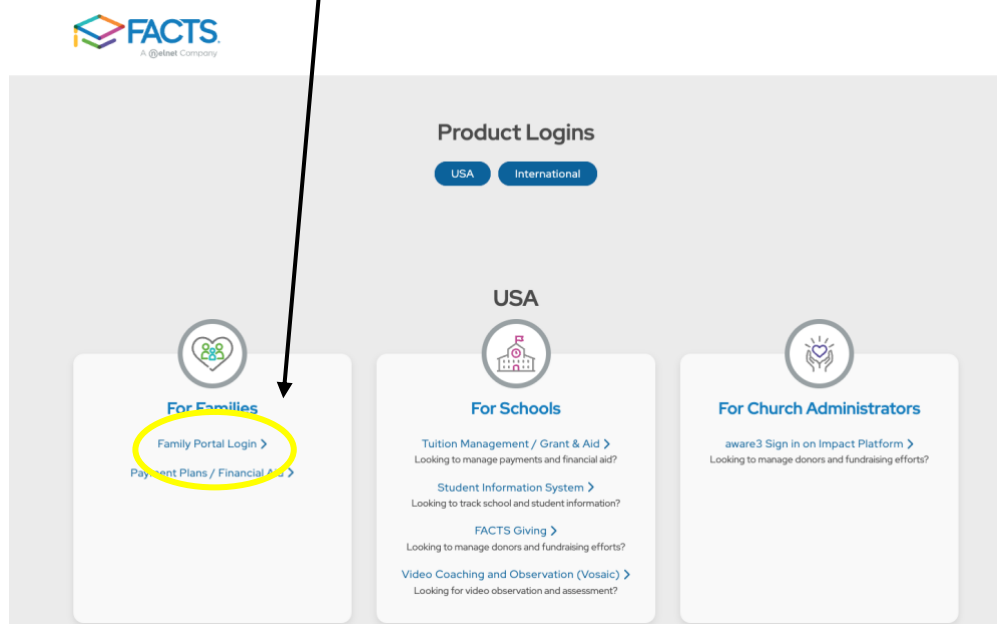
Step 2: You will need the username and password assigned to you. Enter the following information to log in. Be sure to type it exactly as it appears.
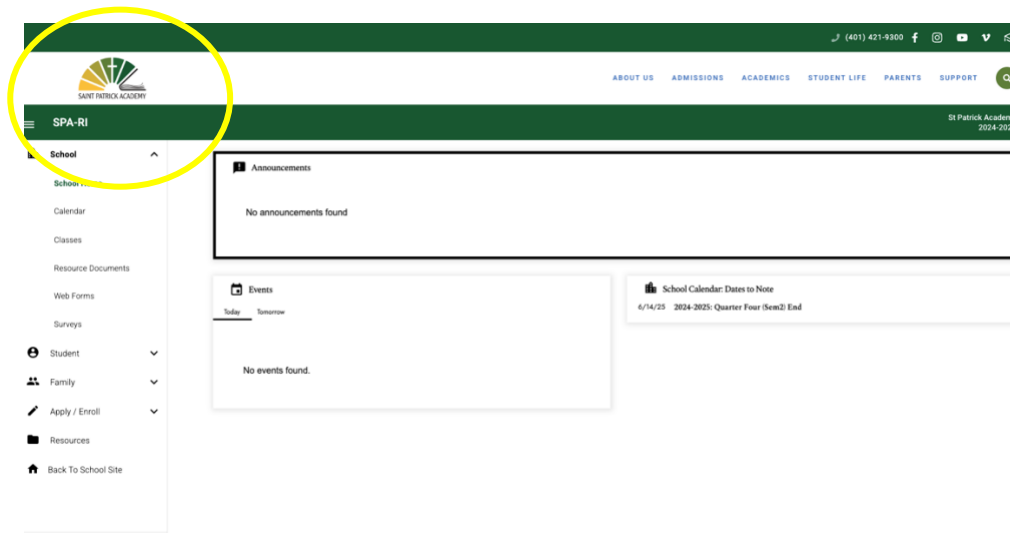
District Code: SPA-RI

User Name: (see your specific information included)

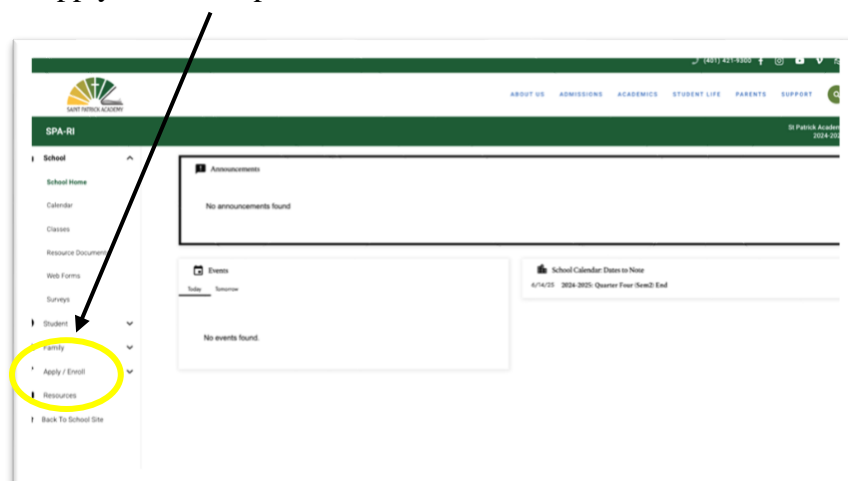Password: (see your specific information included)

Click "Login". (You may be asked to re-enter both your password and username.)
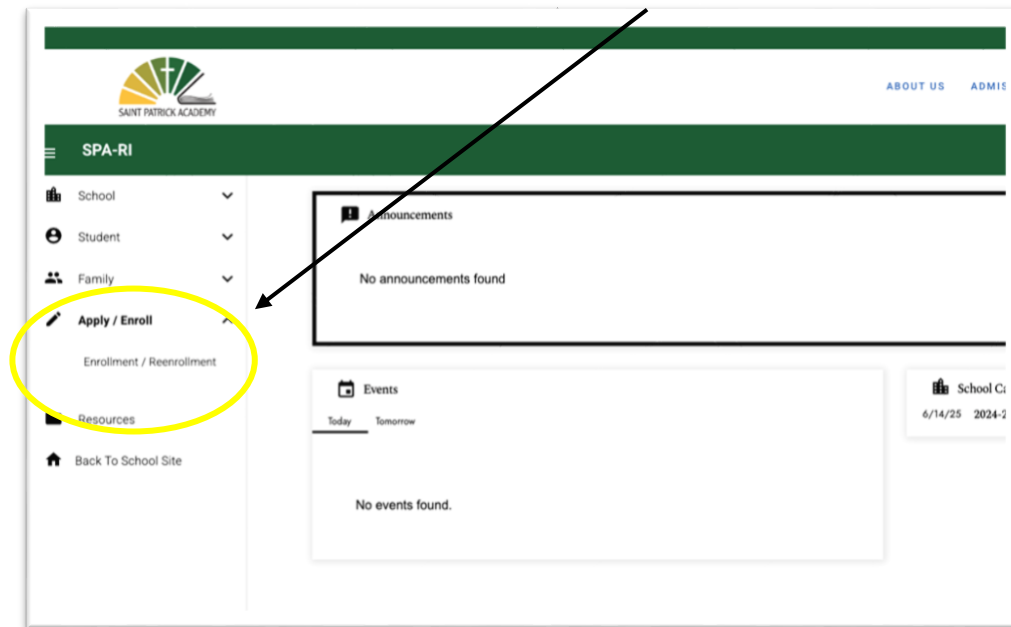

Step 3: Once you log in, you will see the St. Patrick Academy logo. This is your "home page" for your account.
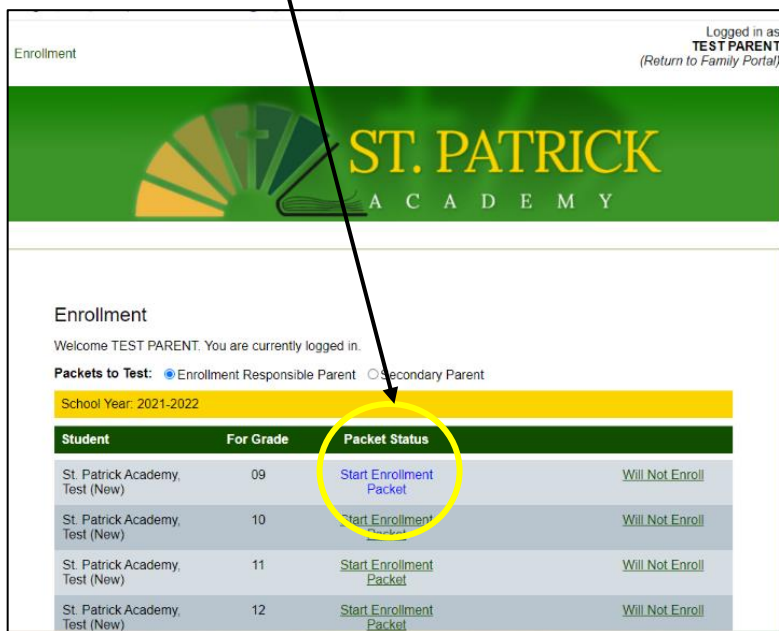

You will see the Apply/Enroll dropdown menu from the list on the left-hand side of the screen.

You will then choose Enrollment/Reenrollment.

Step 4: You will see your child's name and grade listed for the next school year. Click "Start Enrollment Packet."

Step 5: Read through the Instructions and Resources information. To the left, you will see a green menu that lists the sections you need to complete.

Step 6: Click on "Enrollee Information" and complete the required items.

You will notice that much of your information has already been filled in from your application.

Then, make sure to complete all items with a red * as they are required. You may choose to complete the optional items if you wish.

Once you have completed the items on this page, click "Save & Next" at the bottom of the screen to go to the next section.

You will notice a checkmark next to the Enrollee Information section. That means you have completed all the required items for that section.

Step 7: Confirm your household information here. ***If there is information that needs to be updated (i.e., a telephone number, email, or address), please correct it at this time so our records will remain up to date.*** Then, make sure to complete all items with a red * as they are required. You may choose to complete the optional items if you wish.

Once you have completed the household information, click Save & Next to go to the next section.

IMPORTANT NOTE: If at any time, you see a yellow caution sign next to an item in the left-hand menu, that means a required item has been left blank (as seen below). To fix this, simply click on that section to return and fill in any missing items. Once you do, the yellow caution sign will be replaced with the checkmark symbol to signify that section is complete.

Step 8: Complete the remaining forms in the same way that you completed Enrollee Information and Household forms. You will need to complete:

- Emergency Contacts & Authorized Pickup
- Medical Information
- Student Driver Authorization
- Conduct Agreement
- Electronic Signature Page

Make sure to complete all items with a red * as they are required. You may choose to complete the optional items if you wish.

Step 9: Once you have completed all sections and have a green check mark next to each one, you will click "Save & Next" to go to Enrollment Packet Review.

The yellow "Complete Review and Submit Enrollment Packet" button will appear at the top and bottom of the page **ONLY IF** you have completed all information and have green check marks for all previous sections.

Step 10: Once you click "Complete Review and Submit Enrollment Packet," you will be returned to the beginning, where your status will now show Submitted with the date.

This means your child is enrolled for next year! You should also receive a confirmation email to the parent email address on file.