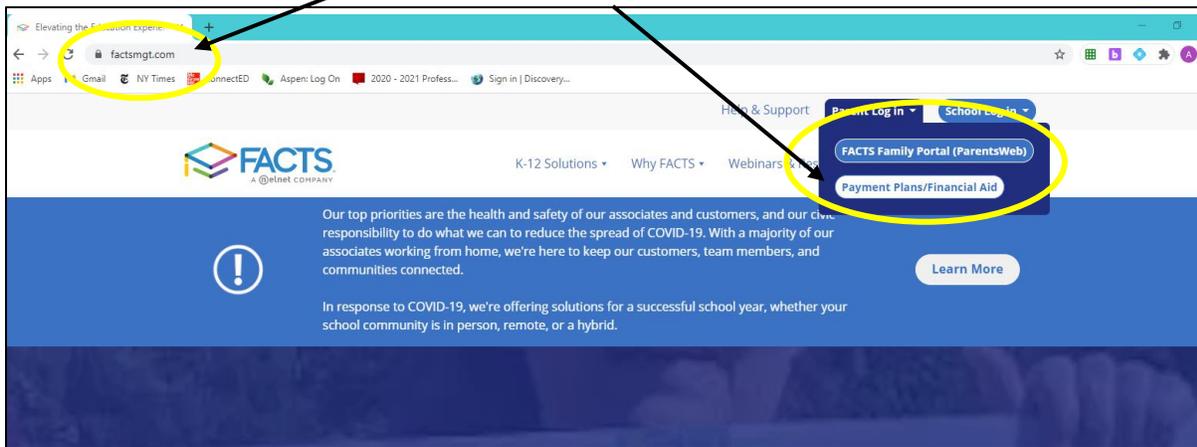


INSTRUCCIONES PARA MATRICULAR A SU HIJO/A

¡Felicitaciones por la aceptación de su hijo/a a la Academia San Patricio! Aquí encontrará, paso por paso, instrucciones para lograr el acceso a su cuenta y para completar su paquete de matriculación. Como siempre, si tiene alguna pregunta o si necesita asistencia, ¡no dude en contactarnos! Siéntase libre de enviarme un correo electrónico a aproulx@stpatsri.org o llamarme a mi oficina al 401.421.9300, x23.

Paso 1: Diríjase a la pagina www.factsmgt.com, seleccione “Parent Log In”, a la parte superior derecha de la pantalla, y después, escoja “FACTS Family Portal (ParentsWeb)”.



Paso 2: Necesitará el nombre de usuario y la contraseña que se le asignó. Anote la siguiente información para lograr el acceso. Asegúrese de anotar lo exactamente como aparece.

“District Code”: SPA-RI

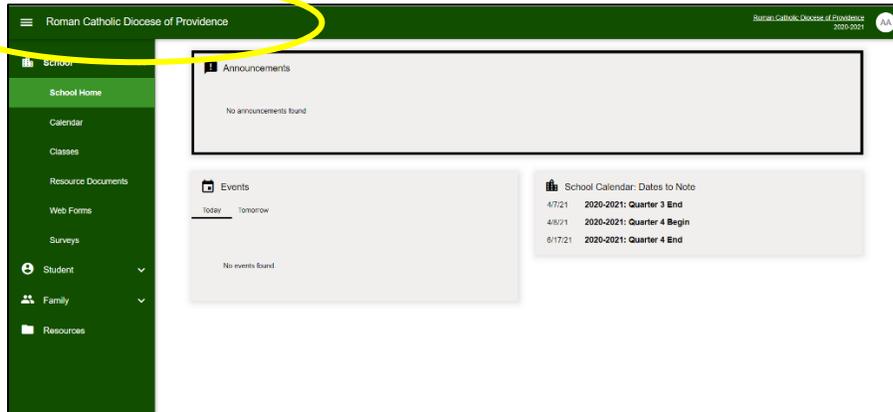
“User Name”: (vea su información específica, incluida)

“Password”: (vea su información específica, incluida)

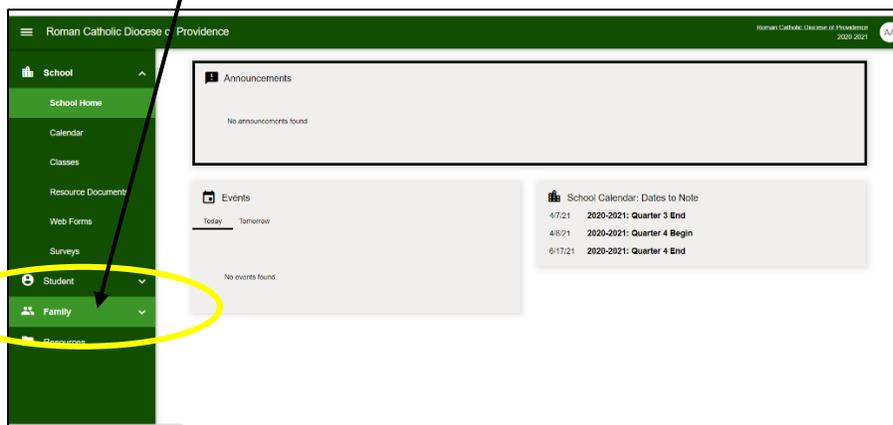
Haga clic en “Login” (pueda que necesite anotar de nuevo su contraseña y nombre de usuario).

A screenshot of the 'Family Portal Login' form on the factsmgt.com website. The form includes fields for 'District Code' (pre-filled with 'SPA-RI'), 'User Name', and 'Password (case-sensitive)'. There is a 'Forgot User Name/Password?' link and radio buttons for 'Parent', 'Student', and 'Staff'. A 'Login' button is at the bottom. A yellow circle highlights the 'User Name' and 'Password' fields.

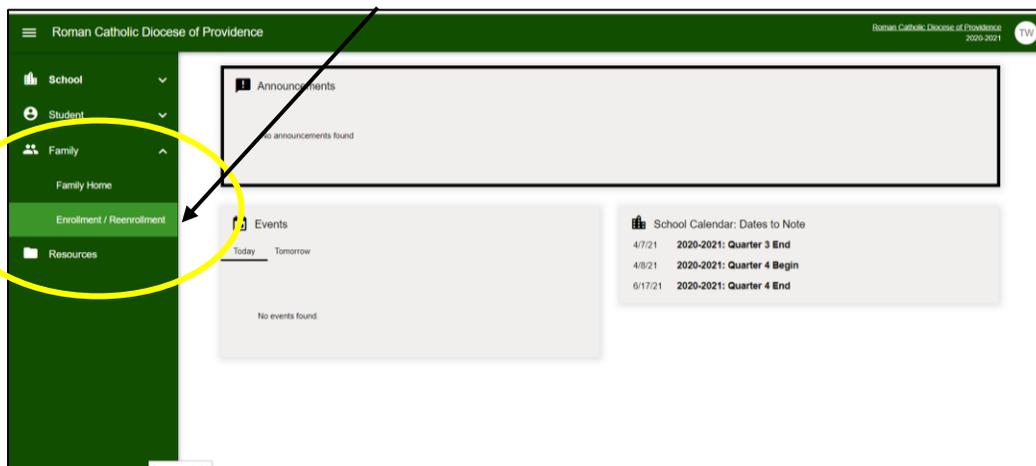
Paso 3: Una vez logre acceso, verá la página web de la Diócesis de Providence. Esta será la página principal para su cuenta.



Seleccione “Family” del menú, a mano izquierda de la pantalla.



Después, escoja “Enrollment/Reenrollment.”



Paso 4: Usted verá el nombre de su hijo/a y el grado para el próximo año escolar. Haga clic en “Start Enrollment Packet,” para comenzar el proceso de matriculación.

Enrollment

Logged in as **TEST PARENT**
(Return to Family Portal)

ST. PATRICK ACADEMY

Enrollment

Welcome TEST PARENT. You are currently logged in.

Packets to Test: Enrollment Responsible Parent Secondary Parent

School Year: 2021-2022

Student	For Grade	Packet Status	
St. Patrick Academy, Test (New)	09	Start Enrollment Packet	Will Not Enroll
St. Patrick Academy, Test (New)	10	Start Enrollment Packet	Will Not Enroll
St. Patrick Academy, Test (New)	11	Start Enrollment Packet	Will Not Enroll
St. Patrick Academy, Test (New)	12	Start Enrollment Packet	Will Not Enroll

Paso 5: Lea, completamente, la información bajo “Instructions & Resources” (Instrucciones y Recursos). A mano izquierda, verá un menú verde, que contiene la lista de secciones que debe completar.

Enrollment

Logged in as **TEST PARENT**
(Return to Family Portal)

ST. PATRICK ACADEMY

Test (New) St. Patrick Academy
Year: 2021-2022
Grade: 09

Instructions & Resources

Welcome to St. Patrick Academy's Online Enrollment!

Please complete the forms listed in the left menu, beginning with Enrollee Information. As you complete the process, a yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear.

After you have completed the enrollment packet and have a green check mark next to each item, a yellow **Submit Enrollment Packet** button will appear, allowing you to submit and complete the process. After your enrollment packet is submitted, you will receive a confirmation email.

Once you have completed the enrollment packet, you will need to meet with Deacon Steven Raymond, Director of Operations, to go over your financial aid. You can contact him at sraymond@stpatsri.org or at 401.421.9300, ext. 12.

If you have any questions about the process, please contact me at 401.421.9300, x. 23 or by email at aproulx@stpatsri.org.

Sincerely,

[Next >](#)

Paso 6: Haga clic en “Enrollee Information” y complete los artículos requeridos.

The screenshot shows the enrollment portal for St. Patrick Academy. At the top, it says "Enrollment" and "TEST PARENT (Return to Family Portal)". The main header features the school's logo and name. On the left, a vertical menu lists various sections: "Test (New) St. Patrick Academy", "Year: 2021-2022", "Grade: 09", "Instructions & Resources", "Enrollee Information", "Household", "Emergency Contacts and Authorized Pickup", "Medical Information", "Student Driver Authorization", and "Conduct Agreement". The "Enrollee Information" item is highlighted with a yellow circle. An arrow points from the text above to this menu item. The main content area is titled "Instructions & Resources" and contains a welcome message and instructions for completing the enrollment process. A "Next >" button is visible at the bottom.

Verá que la mayoría de su información ha sido completada, usando la información de su solicitud de aplicación.

The screenshot shows the "Enrollee Information" form in the enrollment portal. The left menu is the same as in the previous screenshot, but now "Enrollee Information" is selected and highlighted with a yellow circle. The main content area is titled "Enrollee Information" and contains instructions for filling out the form. The form fields are pre-filled with information from the application: "Student Name" is "Test (New) St. Patrick Academy" with a "(Change)" link; "Preferred Name" is empty; "Student Address" includes "Street Address" (244 Smith Street), "City" (Providence), "Country" (United States (USA)), "State" (Rhode Island (RI)), and "Zip" (partially visible). At the bottom, there are three buttons: "< Save & Back", "Save", and "Save & Next >".

Entonces, asegúrese que todos los artículos requeridos con una * roja estén completos. Puede optar por llenar los artículos no requeridos, si desea.

A screenshot of a web form for student information. The form includes the following fields: "Student Home Phone" (text input), "Student Gender *" (dropdown menu), "Student Ethnicity *" (dropdown menu), "Student Race *" (checkbox list with options: American American/ Indian, American Indian/Native Alaskan, Asian, Black/African American, Black/African American, Cape Verdean, Cape Verdean & American Indian, Hispanic, Middle Eastern, Native Hawaiian /Pacific Islander, Spanish, Two or More Races, Unknown, White), "Primary Language Spoken at Home" (dropdown menu), "Birth City" (text input), and "Birth State" (text input). At the bottom, there are three buttons: "< Save & Back", "Save", and "Save & Next >". A yellow oval highlights the "Student Gender", "Student Ethnicity", and "Student Race" fields. Another yellow oval highlights the "Save & Next >" button. Arrows point from the text above to these highlighted areas.

Una vez haya completado los artículos en esta página, haga clic en “Save & Next” en la parte inferior de la página, para seguir a la siguiente sección.

Notará una marca de verificación al lado de la sección “Enrollee Information.” Esto significa que ha completado todos los artículos requeridos de esa sección.

A screenshot of the St. Patrick Academy enrollment portal. The page header shows "Enrollment" and "Logged in as TEST PARENT (Return to Family Portal)". The main content area has a green header with the "ST. PATRICK ACADEMY" logo. Below the header, there is a "Test (New) St. Patrick Academy" section with "Year: 2021-2022" and "Grade: 10". A sidebar on the left contains a list of sections: "Instructions & Resources", "Enrollee Information" (highlighted with a green checkmark and a yellow circle), "Household", "Emergency Contacts and Authorized Pickup", "Medical Information", and "Student Driver Authorization". The "Household" section is expanded, showing a "Jump to >" button and a "Home Address" section with a "Street Address *" field. At the bottom, there are three buttons: "< Save & Back", "Save", and "Save & Next >". An arrow points from the text above to the "Enrollee Information" section in the sidebar.

Paso 7: Confirme su Información familiar aquí. *Si hay información que debe ser actualizada (por ejemplo, un número de teléfono, correo electrónico, o dirección), por favor, corríjala ahora, para que nuestros registros estén al día.* Entonces, complete todos los artículos requeridos, marcados con una * roja. Puede optar por llenar los artículos no requeridos, si desea.

Una vez complete la información familiar, haga clic en “Save & Next” para seguir al próximo paso.

NOTA IMPORTANTE: Si en cualquier momento, usted ve un símbolo de precaución amarillo al lado de un artículo en el menú a mano izquierda, esto significa que un artículo requerido ha sido dejado en blanco (como puede ver a continuación). Para arreglar esto, simplemente haga clic en esa sección para que revise y llene la información que falte. Una vez complete la información, el símbolo de precaución amarillo será reemplazado por una marca de verificación verde, la cual significa que la sección esta completa.

The screenshot shows the enrollment portal for St. Patrick Academy. The user is logged in as TEST PARENT. The main content area is titled "Emergency Contacts and Authorized Pickup". The left sidebar menu includes sections for "Enrollment", "Test (New) St. Patrick Academy", "Instructions & Resources", "Enrollee Information", "Household", "Emergency Contacts and Authorized Pickup", "Medical Information", and "Student Driver Authorization". The "Household" section is highlighted with a yellow circle and a yellow warning icon, indicating it is incomplete. The "Emergency Contacts and Authorized Pickup" section contains instructions and a form for entering emergency contact information. The form includes a header "Parent - Test9 Test" and a table with columns "Emergency Contact?*" and "Relationship to Enrollee". The "Emergency Contact?" column has radio buttons for "Yes" and "No". The "Relationship to Enrollee" column has a dropdown menu with "Mother" selected. At the bottom of the page, there are buttons for "Home & Back", "Save", and "Save & Next >".

Paso 8: Complete los formularios que falten de la misma manera en que completó los formularios de “Enrollee Information” y “Household.” Necesita completar:

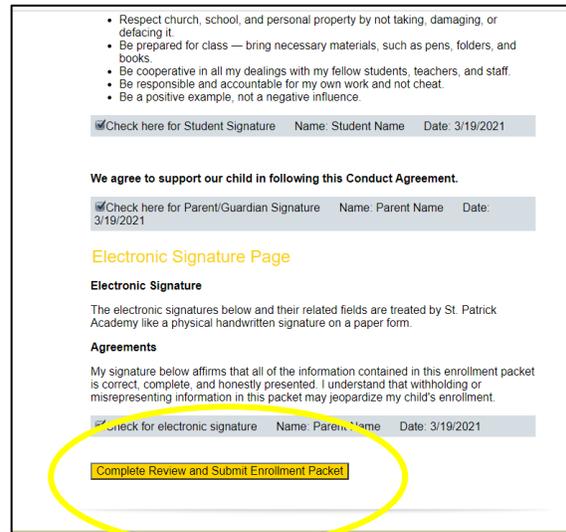
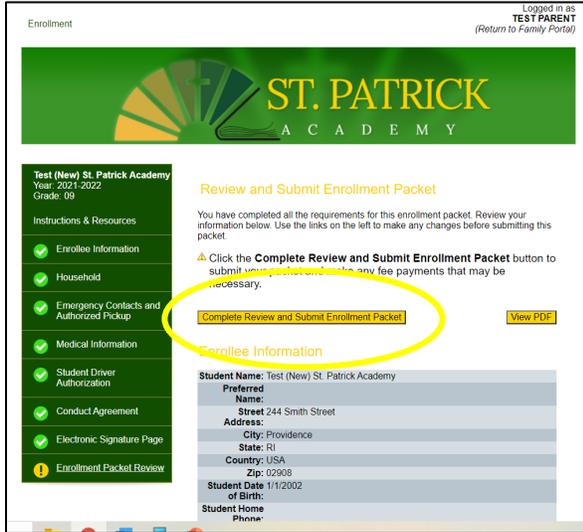
- “Emergency Contacts and Authorized Pickup” (Contactos de Emergencia y Recogida Autorizada)
- “Medical Information” (Información médica)
- “Student Driver Authorization” (Autorización de Conductor Estudiantil)
- “Conduct Agreement” (Acuerdo de Conducta)
- “Electronic Signature Page” (Pagina de Firma Electrónica)

Asegúrese de completar todos los artículos requeridos, marcados con una * roja. Puede optar por llenar los artículos no requeridos, si desea.

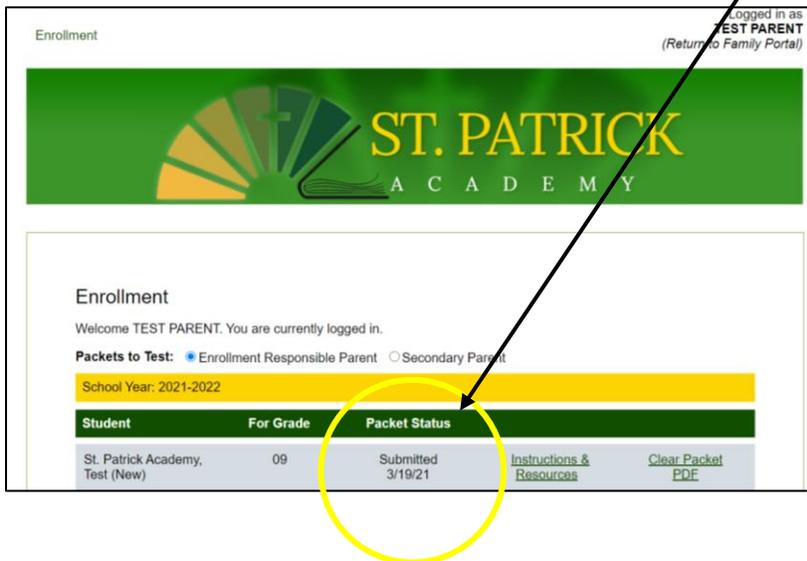
Paso 9: Una vez haya completado todas las secciones y haya una marca de verificación verde al lado de cada una, haga clic en “Save & Next” para seguir a la sección “Enrollment Packet Review.”

The screenshot shows the enrollment portal for St. Patrick Academy. The user is logged in as 'TEST PARENT'. The page title is 'Enrollment'. The main header features the St. Patrick Academy logo. On the left, a sidebar lists the enrollment steps: 'Enrollee Information', 'Household', 'Emergency Contacts and Authorized Pickup', 'Medical Information', 'Student Driver Authorization', 'Conduct Agreement', 'Electronic Signature Page', and 'Enrollment Packet Review'. The 'Enrollment Packet Review' step is highlighted with a yellow circle and a red exclamation mark icon. The main content area is titled 'Review and Submit Enrollment Packet' and contains a message: 'You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.' Below this message is a warning icon and text: 'Click the Complete Review and Submit Enrollment Packet button to submit your packet and make any fee payments that may be necessary.' There are two buttons: 'Complete Review and Submit Enrollment Packet' and 'View PDF'. Below this is the 'Enrollee Information' section, which displays the following details: Student Name: Test (New) St. Patrick Academy, Preferred Name: [redacted], Address: Street 244 Smith Street, City: Providence, State: RI, Country: USA, Zip: 02908, Student Date of Birth: 1/1/2002, and Student Home Phone: [redacted]. A black arrow points from the 'Enrollment Packet Review' step in the sidebar to the 'Complete Review and Submit Enrollment Packet' button.

El botón amarillo “Complete Review and Submit Enrollment Packet” aparecerá en la parte superior y en la parte inferior de la página **SOLAMENTE** cuando haya completado toda la información y que todas las secciones tengan la marca de verificación verde.



Paso 10: Una vez haga clic en el botón amarillo “Complete Review and Submit Enrollment Packet,” regresará al comienzo, donde su estatus dirá “submitted” (sometida), con la fecha en que haya sido sometida.



¡Esto significa que su hijo/a ha sido matriculado para el año escolar entrante! Debe también recibir un correo electrónico de confirmación, escrita al correo electrónico que tengamos en archivo, para usted.