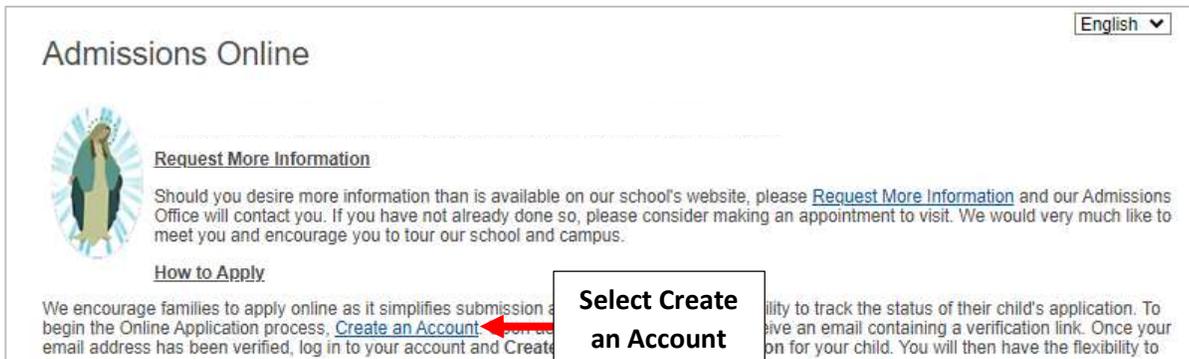


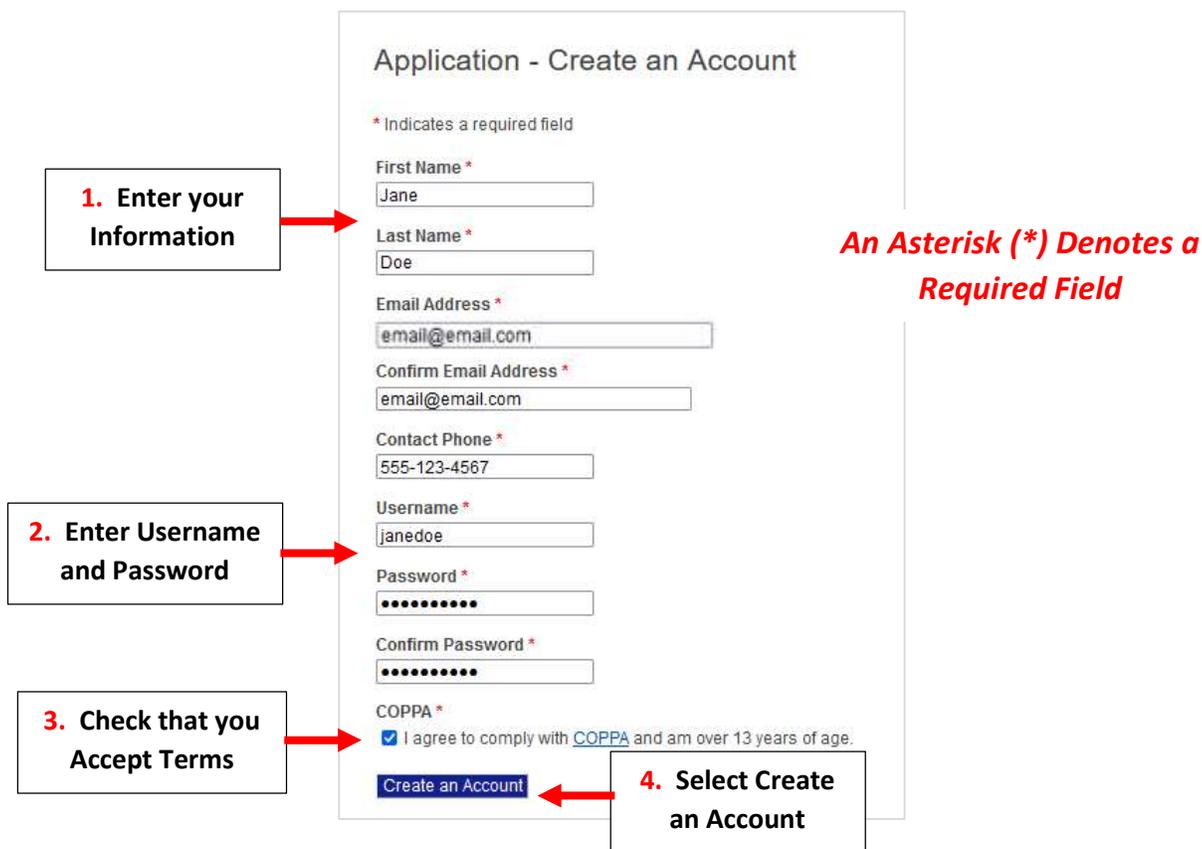
For Parents – Completing the Online Application

Before you can complete an application, you must First **Create an Account** in FACTS Admissions. From your schools Admission Page Select **Create an Account**



The screenshot shows the 'Admissions Online' page. At the top right, there is a language dropdown menu set to 'English'. Below the header, there is a section titled 'Request More Information' with a small icon of a person. The text below this section explains that users can request more information or make an appointment. Below that is a section titled 'How to Apply' which contains the text: 'We encourage families to apply online as it simplifies submission and begins the Online Application process. **Create an Account**...' A red callout box with the text 'Select Create an Account' has an arrow pointing to the 'Create an Account' link in the 'How to Apply' section.

Enter your **Information, Username and Password** (This login is used to submit your Application) and **Check** that you **Accept Terms** and **Select Create an Account**

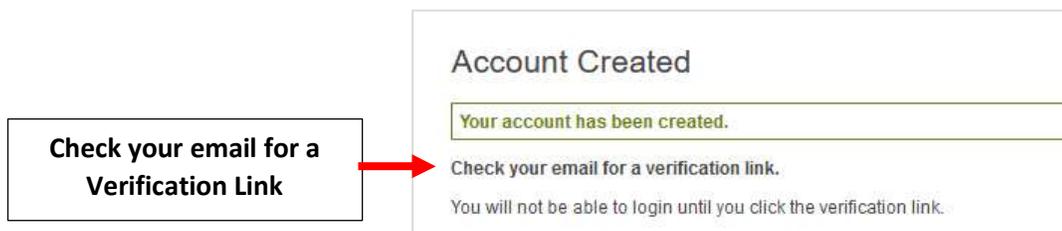


The screenshot shows the 'Application - Create an Account' form. It includes the following fields and instructions:

- 1. Enter your Information:** Points to the 'First Name' and 'Last Name' fields. The example values are 'Jane' and 'Doe'.
- 2. Enter Username and Password:** Points to the 'Username' and 'Password' fields. The example values are 'janedoe' and a masked password.
- 3. Check that you Accept Terms:** Points to the 'COPPA' checkbox, which is checked. The text next to it says 'I agree to comply with COPPA and am over 13 years of age.'
- 4. Select Create an Account:** Points to the 'Create an Account' button.

A red note on the right side of the form states: **An Asterisk (*) Denotes a Required Field**. Asterisks are present next to the labels for First Name, Last Name, Email Address, Confirm Email Address, Contact Phone, Username, Password, Confirm Password, and COPPA.

Confirmation your Account has been Created will Display. Check your Email for a **Verification Link**
****Please Note it May Take Several Minutes to Receive Verification Link****



The screenshot shows a confirmation message titled 'Account Created'. The message text is: 'Your account has been created. Check your email for a verification link. You will not be able to login until you click the verification link.' A red callout box on the left with the text 'Check your email for a Verification Link' has an arrow pointing to the 'Check your email for a verification link' line of the message.

Click the **Verify Account Link** in your Email

Click the **Verify Account Link**

Subject: Welcome to Online Application

Your parent account has been created, but you must click the Verify Account link below to log in and complete the email verification process.

[Verify Account](#)

If the link above does not work, copy and paste the URL below into the address bar of your internet browser.
<https://catholic-ny.client.renweb.com/oa/login.cfm?memberid=15992&msg=confirm&i=18>

Enter your **Username and Password** and Select **Login**

1. Enter your Username and Password

2. Select Login

Log In

Complete the email verification process by logging in below.
Please enter your username and password.

Username *
janedoe

Password *
.....

[Forget your password?](#)
[Create an Account](#)

Select **Create a New Student Application**

Application

Welcome Jane. You are currently logged in.

[Create a New Student Application](#)

Select **Create a New Student Application**

Enter the **Student's Name**, **Date of Birth** and **Select Grade** from the "Apply to" Dropdown. Select **Submit**

The screenshot shows a web form titled "Application" with a welcome message: "Welcome Jane. You are currently logged in." Below this is a section "Create a New Student Application" containing several input fields and a dropdown menu. Four callout boxes with red arrows point to specific elements: "1. Enter the Student's Name" points to the "Student First Name" field containing "John"; "2. Enter Date of Birth" points to the "Student Date of Birth" field containing "09/01/2019"; "3. Select Grade" points to the "Apply to Grade" dropdown menu showing "02"; and "4. Select Submit" points to the "Submit" button.

Application

Welcome Jane. You are currently logged in.

Create a New Student Application

Student First Name *
John

Student Middle Name
[Empty]

Student Last Name *
Doe

Student Suffix
[Empty]

Student Date of Birth *
09/01/2019 (mm/dd/yyyy)

Apply to
Grade: 02

Submit

1. Enter the Student's Name

2. Enter Date of Birth

3. Select Grade

4. Select Submit

Select **Start Application**

The screenshot shows the "Application" page with a table of student applications. A callout box "Select Start Application" points to the "Start Application" link in the "Application Status" column of the first row.

Application

Welcome Jane. You are currently logged in.

You have 1 student application created:

Student	School Year Applied	Grade Level Applied	Application Status	Admissions Program Status
Doe_John	2023-2024	02	Start Application	

Create a New Student Application

Select Start Application

You will now see the Application Packet ****Please Note: Packet will Vary by School**** Select a Section to Begin. Once all Sections are Complete Select **Application Review**.

****Please Note: EACH Section Must be Completed in Order to Submit Your Application Packet****

1. Select a Section to Begin

John Doe
Year: 2023-2024
Grade: 02

Instructions & Resources

- Applicant Information
- Current and Previous Schools
- Religious Affiliation
- Household 1
- Household 2
- Siblings
- Alumni or Currently Enrolled Students
- Records Request Authorization

Applicant Information

Please fill in the following fields about the *applicant* as thoroughly as possible.

Student Name
John Doe [\(Change\)](#)

Preferred Name

Student Address

Street Address * **2. Enter your Information**

City *

Country * **An Asterisk (*) Denotes a Required Field**
United States (USA)

State *

As Sections are **Completed** a Green Checkmark will appear

Sections **Missing Information** will display an Exclamation Point

James Doe
Year: 2021-2022
Grade: 03

Instructions & Resources

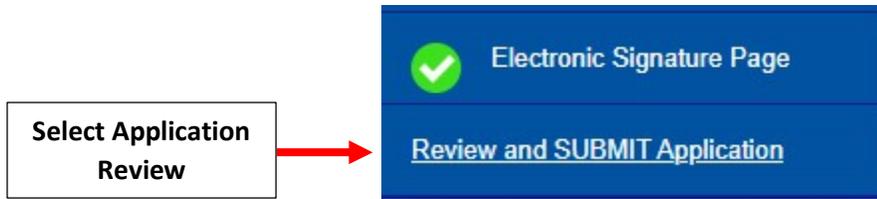
- Applicant Information
- Previous Schools
- Household 1
- Parent Acknowledgement

Completed Sections Display a Green Checkmark

Sections Missing Information will display an Exclamation

****Each Section Must be Completed in Order to Submit Your Application****

Once all Sections are Complete Select Application Review



*****Each Section Must be Completed in Order to Submit Your Application*****

Review your Information and Select **Complete Review and Submit** to Submit your Application

****Please Note: Some Schools May Require and Application Fee****

