Steps to Complete Online Registration

If you need your **Family Sycamore username** prior to **online registration opening Monday, March 20th**, please email Kathleen McDonald: kmcdonald@holyfamilyk8.org

 Please go to our website: holyfamilyk8.org. Click Admissions|Registration. There you will find the directions to reach the online portal.

Once you have logged onto the portal:
Follow the blue menu bar on the left side of the screen to do the following:

School Home
     My Family

1. Select "Information"; update information if necessary.
    a. *"Secret Word" is for school use only. Please do not enter any information in this field.*
    b. Determine if you would like to include or exclude information from the Family Directory by checking the appropriate boxes.
    c. **Select the blue "Update" button on the upper right side of the screen.**
    d. Select OK for the "Update Successful" screen.
2. Select "Additional Fields" and enter information using the pull down menus or text boxes.
    a. **Please SCROLL DOWN the page to enter ALL information.**
    b. **Select the blue "Submit" button on the upper right side of the screen.**
3. Select "Contacts"
    a. Select "Edit" for **each parent** and update all contact information.
    b. Check the boxes for each person who can pick up and/or is an emergency contact. (Note: and **Emergency Contact** is a person authorized to pick up any time during the day, ie. if your child is sick or in case of an earthquake. An **Authorized Pickup** is designated to those who are allowed to pick up at the end of the school day (Carpool list)**.**
    c. **Select the blue "Update" button at the bottom on the screen-Contact update successful.**
    d. **Select the white "Back" button at the bottom of the screen to edit the next contact or to continue the process.**
    e. **Enter at least one Emergency Contact other than the child's parent(s). This list should include all contacts allowed to pick up during the school day.**
    f. Select blue "Add Contact" button on the upper right side of screen to add additional people Authorized to pick up your student(s) at the end of the school day. (Carpool list)
    g. Enter the contact information.
    h. Check the boxes for each person who can pick up and/or is an emergency (such as earthquakes) contact.
    i. **Select the blue "Add" button at the bottom of the screen-Contact created.**
    j. **Select the white "Back" button at the bottom of the screen.**
    k. Continue adding contacts-repeating steps f through j.

4. Select "Medical"
   a. Enter Physician, Dentist and Insurance Information
   b. **Select the blue "Submit" button on the upper right side of the screen**.
   c. Select OK for the update successful screen
5. Select "Agreements"
   a. Hold the "Ctrl" key on your keyboard while selecting each blue link. Once you have read the information- Select "Agree" using the drop down menu at the end of each agreement.
   b. **Once you have agreed to ALL agreements select the blue "Submit" button in the upper right hand corner of the screen**.

   Note: Essays Tab- Not Required

6. Select "Students"
   a. **Select the "Status" drop down menu to select "Not Returning" or New/Returning**. Click Blue Edit Button. Verify Student information and check the box.
7. **Back on the blue menu bar ignore the student "Checklist" under each student.**
8. Select "Applications" under each student's name
   a. Fill in the information using the drop down menus.
   b. **Select the blue "Update" button on the upper right hand corner of the screen.**
   c. Select OK for the update successful screen.
   d. Continue step 8 for all students.
9. Select "Medical"
   a. Update the information.
   b. **Select the blue "Update" button on the upper right hand corner of the screen**.
   c. Select OK for the update successful screen
   d. Continue step 9 for all students.
10. Select "Home" on the blue menu bar.
11. When the "Enrollment Road Map" is ALL green select the green "Ready to Submit?" button.
12. Select the green "Submit Your Application!" button
13. Select OK for the "submission successful!" screen
14. Select "Logout".