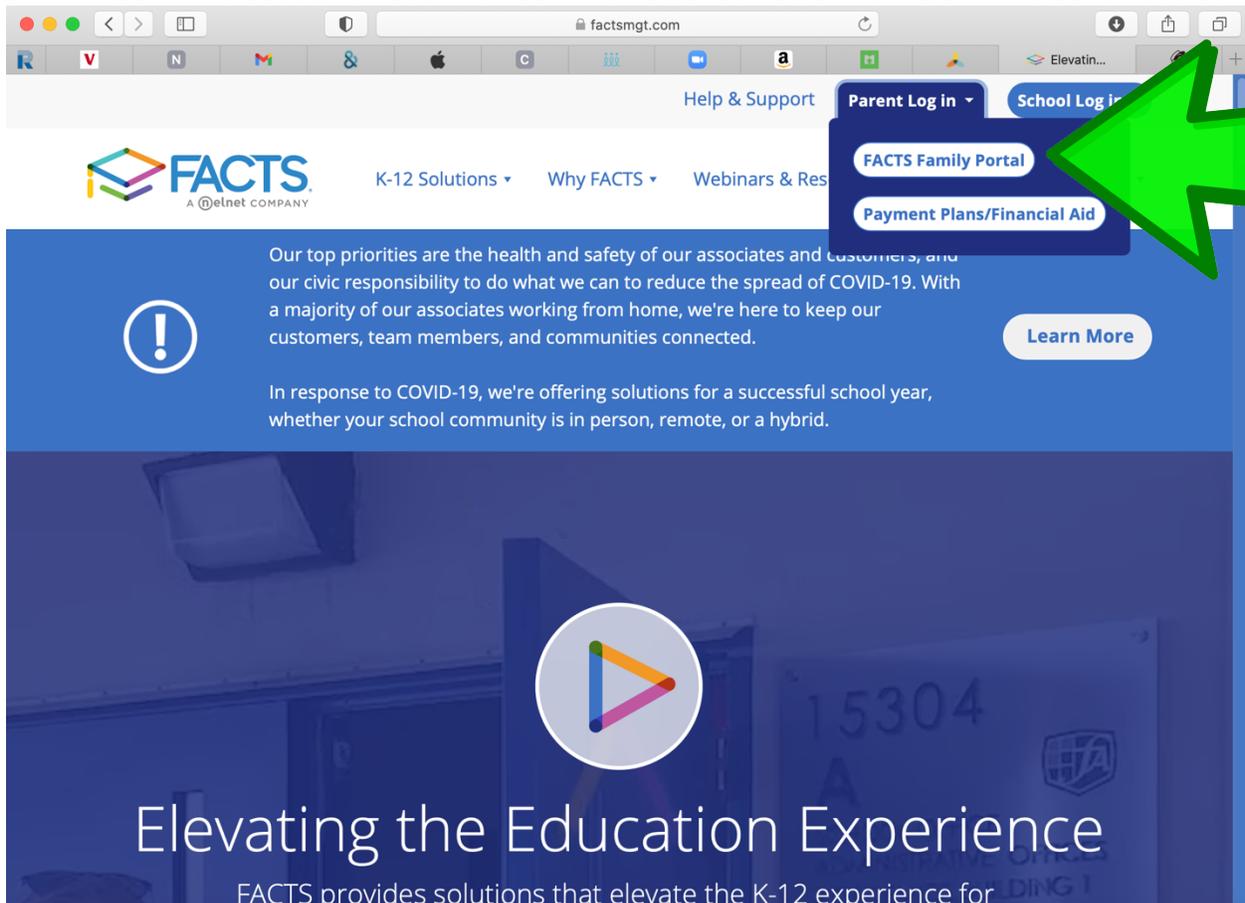


FACTS Reenrollment Instructions

1. Go to www.factsmgt.com and click in the upper right **Parent Log In** box and click **FACTS Family Portal**



2. If you have a Family Portal account, enter your user name and password and click **Login**.



Family Portal Login

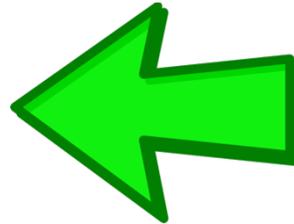
District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

[Create New Family Portal Account](#)



3. **OR** If you don't have a Family Portal account, click on **Create New Family Portal Account**.
4. Type in **DM-OH** in the district code, enter your email, and click **Create Account**
5. Go to your email to setup your account

*** If you receive a message that says your email is not registered, please contact the school office (jstuart@dmschool.com or jlinder@dmschool.com) or at 419-263-2114 so we can update your account to get you signed up.

Divine Mercy Catholic School

DIVINE MERCY
CATHOLIC SCHOOL

School

Student

Family

Apply / Enroll

Application

Enrollment / Reenrollment

Resources

Enrollment / Reenrollment

[Click here to open Enrollment](#)

6. Once logged in to your Family Portal account, click **Enrollment/Reenrollment**.

7. Next, click on **Click here to open Online Enrollment**

The screenshot displays the website interface for Divine Mercy Catholic School. At the top, a red navigation bar contains the school's name and a hamburger menu icon. Below this is a red sidebar with the school's logo and a list of menu items: School, Student, Family, Apply / Enroll, Application, Enrollment / Reenrollment, and Resources. The 'Apply / Enroll' item is expanded, showing the 'Enrollment / Reenrollment' sub-menu. A white callout box with a drop shadow is positioned over the 'Enrollment / Reenrollment' sub-menu, containing a pencil icon and the text 'Enrollment / Reenrollment' above a blue hyperlink that reads 'Click here to open Enrollment'. A large green arrow with a black outline points from the right side of the image towards the hyperlink.

8. Next, click on **Start Enrollment Packet**

Online Enrollment

Logged in as Sara Linder
(Return to ParentsWeb)

DIVINE MERCY
Catholic Parish

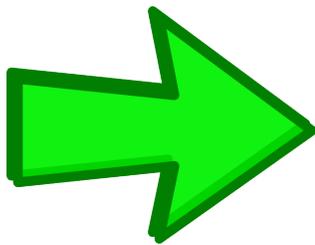
Online Enrollment

Welcome Sara. You are currently logged in.

School Year: 2019-2020			
Student	For Grade	Packet Status	
Linder, Clare	01	Start Enrollment Packet	Will Not Enroll



9. Review **ALL** the categories on the left hand side of the screen. An unfinished category will have a yellow caution symbol. All completed categories will have a green checkmark.



Clare Linder Year: 2019-2020 Grade: 01
Instructions & Resources
Enrollee Information
Religious Affiliation
Household
Grandparents
Emergency Contacts and Authorized Pickup
Medical Information
Acceptable Use and Internet Safety Policy
Handbook and School Policies
Tuition Contract Acknowledgement
Publication and Publicity Permission Agreement
FACTS Tuition
Scholarship and Financially

Instructions & Resources

Welcome to Divine Mercy Catholic School's Online Enrollment packet.

Instructions

Please complete the Online Enrollment forms listed in the left menu, beginning with the **Enrollee Information** form.

Feedback will be provided throughout the process to help you complete the enrollment packet. 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 next to the form's menu item.

You can review the entire enrollment packet at any time by selecting the **Enrollment Packet Review** item on the left menu. From here, you will also be able to print a PDF of the enrollment packet in its current state.

After you have completed the enrollment packet, a **Submit Enrollment Packet** form will appear. Please follow the instructions that will be provided to submit the enrollment packet.

Enrollment Checklist

In order to complete the enrollment process, please complete the checklist items listed below, including submission of all supplemental enrollment forms.

- Submit completed Online Enrollment packet
- Submit the following:
 - Birth Certificate - Kindergarten
 - Immunization Records - all new students and any returning students with updated immunizations
 - Court/Custody Documents, if applicable

Next Steps

After your enrollment packet is submitted, you will receive a confirmation email. At any time, you can re-access Online Enrollment through your ParentsWeb login to print the supplemental enrollment forms or a PDF copy of the completed enrollment packet.

If you have any questions about the process, please contact me at 419-263-2114.

Sincerely,

Joe Linder
Principal

10. In the Household category, you can set preferences for notifications. **PLEASE leave Parent Alert Cell Phone set to YES.**

<input type="text"/>	<input type="text"/>
Degree	Degree
<input type="text"/>	<input type="text"/>

Parent Preferences

Parent Alert Home Phone

Yes No

Parent Alert Cell Phone

Yes No

Parent Alert Work Phone

Yes No

Block Parent Alert Text Message

Yes No

Gradebook Notification

Weekly

Parent Preferences

Parent Alert Home Phone

Yes No

Parent Alert Cell Phone

Yes No

Parent Alert Work Phone

Yes No

Block Parent Alert Text Message

Yes No

Gradebook Notification

Weekly

11. Under the FACTS Tuition category, you must complete your Payment Plan setup in the Tuition Management System. Click **Go to Payment Plans**



Clare Linder
Year: 2019-2020
Grade: 01

Instructions & Resources

Enrollee Information

Religious Affiliation

Household

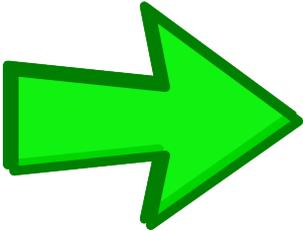
FACTS Tuition

Cost to educate: \$5,680
Registration and material fees: \$100
FACTS fee (if not paid in full by August 18th): \$45

You must now complete the Payment Plan setup in the Tuition Management system.

Please note: There are multiple steps in the Payment Plan signup process. After you have reviewed and authorized the selected payment plan, you will be automatically returned to Online Enrollment to finish any remaining forms within the packet.

[Go to Payment Plans](#)



12. Once logged in to FACTS, you can click **Setup a Payment Plan**

Divine Mercy Catholic School FACTS es Español ? Customer Service

Home My Profile Financial Accounts Signed in as Joe

Hello Joe

Payment Plan & Billing [View Details](#)
Joe Linder #5141865336

2018-2019 SCHOOL YEAR

Set up a Payment Plan

FACTS Grant & Aid

Apply for Financial Aid with FACTS

Start Application

Joe Linder

josephlinder@gmail.com

[Register to receive text services on your mobile phone.](#)

[Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.](#)

[Have another activity you want to link?](#)



13. Select the payment plan that's right for you, and finish setup options.

online.factsmgt.com

Divine Mercy Catholic School FACTS es Español ? Customer Service

Divine Mercy Catholic School 2018-2019 School Year

Progress Tracker

Contact Information Students **Plan Options** Payment Details Payment Schedule Review & Authorize Thank You

Payment Plan Options

Select a payment schedule Show: All Items Selected

Scheduled Full Payment
Please Note: This plan is offered for all grade levels.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	1	August 2019	5th 20th	24 Jul 2019 08 Aug 2019	\$0.00
<input checked="" type="radio"/>	Invoice	1	August 2019	5th 20th	11 Jul 2019 26 Jul 2019	\$0.00

Monthly Plan
Please Note: Choose this plan if you have an Elementary Student only or an Elementary and Pre-K Student.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	10	August 2019	5th 20th	24 Jul 2019 08 Aug 2019	\$45.00



14. Once redirected back to the Online Enrollment screen, click **Complete Review and Submit Enrollment Packet**

dm-oh.client.renweb.com

Admissions (NEW) Clare Linder

You have completed all the requirements for this online enrollment. Review your information below. Use the links on the left to make any changes before submitting this packet.

Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

[Complete Review and Submit Enrollment Packet](#) [View PDF](#)

Enrollee Information

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

Student Name: Clare Linder
Preferred Name:
Student Date of Birth: 4/1/2013
Student SSN/SIN: 826-55-2157
Student Email Address:
Address: Street 7494 Road 33
City: Payne
State: OH
Country: USA
Zip: 45880
Student Home Phone: 513-255-1427
Student Cell Phone:
Local School: Wayne Trace
District of Residence:
Local School:
District:
County:
District State:
Student Gender: Female
Student Ethnicity: Non-Hispanic
Student Race: White
Student Citizenship: USA
Primary Language: English

15. This screen shows a submitted Enrollment Packet.

Online Enrollment Logged in as Joe Linder
(Return to ParentsWeb)

DIVINE MERCY
Catholic Parish

Online Enrollment

Welcome Joe. You are currently logged in.

School Year: 2019-2020

Student	For Grade	Packet Status		
Linder, Clare	01	Submitted 4/1/19	Instructions & Resources	PDF

