5522 Dorr Street   419.537.6655
Toledo, Ohio 43615   419.537.1469 fax

How to Register your student for Youth Faith Formation Online

Part 1: Register to use the Online Registration Site: (Please Note: if you did Part 1 last year you will not need to do it again, you can skip down to Part 2)

1.) Go to the website: https://toledo.parishsoftfamilysuite.com

2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. As this will be your first time, click the **"New User?** " link.

3.) The New User Registration Form will then load for you to **fill out steps 1-3**. Make sure to select **"Little Flower of Jesus"** as the organization. (If you are registered with your spouse, you *may* need to list "Husband name and Wife name" if rejected at first.)

4.) Click **"Submit registration"** to submit your information to the parish.

5.) Make sure to click **"agree"** on the screen that pops up asking you to verify your info.

6.) Your request to use the site will be sent to our Parish Office for approval.

7.) The Parish Office will approve your request within 1-3 days. When approved, an email will be sent to you inviting you to set up your password with a temporary password. Once your password is set, you will not need to repeat these steps.

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Part 2: Registering your children for our Faith Formation Offerings:

1.) Go to the website: https://toledo.parishsoftfamilysuite.com

2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. Use the username and password that you had set up previously.

3.) Once you login, you will be on the "My Family page." Click the **"My Education"** tab along the top of the page.

4.) Click on the **"Online Registration"** link (words under the "My family" tab)

5.) This will open a screen "**Step 1: Review current family details**". Make any changes if needed for home address, phone numbers, emails, etc.

6.) Under "**Step 2: Select Enrollment term**", select term "2020-2021." This is the upcoming year you are enrolling your child for Youth Faith Formation.

7.) At "**Step 3: Add a student**", click on **"+"** to open one of your children's info page. All members of your family will be listed on the drop down menu. Please select one student at a time to enroll.

8.) For the grade, please select what grade your student will be entering in the fall.

9.) There are two optional boxes to be filled out:

    a.) **Special learning needs:** Please list any needs we should be aware about to help your child. This may include ADHD, Autism, etc.

    b.) **Health or Medical Needs:** Please list all medications, medical conditions, allergies, etc. that we should be aware of in case of an emergency.

10.) For the section listing "Class Preferences," parents will be able to select their first and second option for the following offerings:

    b.) **Purpose (Confirmation Prep):** Only one option for 7-8th graders: *Online Format*

    c.) **Catechesis of the Good Shepherd:** *Livestreamed on 1ˢᵗ and 3ʳᵈ Sundays of the month:*

       i.) K-1st grade: 9:15-9:35
       ii.) 3rd grade: 9:45-10:05
       iii.) 2nd grade: 10:15-10:35
       iv.) 4-6th grade: 10:15-10:35

11.) Make sure to click on "**Save student**"

12.) You have the option to add another student by clicking **"add a student"** and repeat steps **7 through 11** for the next student in your family.

13.) A request will be sent to the Parish Office to be approved. Once approved, you will receive a confirmation email.

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If you forget your password or username in the future:

1.) Go to the website: https://toledo.parishsoftfamilysuite.com

2.) This will connect you to ParishSoft welcome screen asking for you to sign in below. Use the username and password that you had set up previously.

3.) You may click either "forgot username" or "forgot user password." An email will be sent to you to help you reset either forgotten item.

Please do not hesitate to contact the Parish Office with any questions or concerns related to Online Registration.

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Please contact Arianna Reinhart, *Sacramental Administrative Assistant* **with any questions or concerns related to Online Registration:** 419.537.6655 | agregor@littleflowertoledo.org