

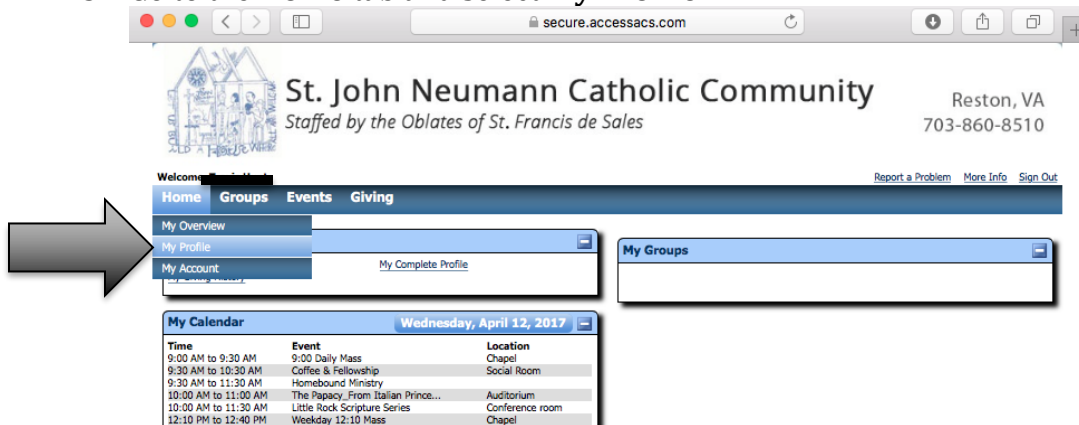
St. John Neumann Faith Formation Registration 2018-2019

Please follow these directions for registering your child(s) for Faith Formation Class. If you have any questions, please visit the *Frequently Asked Questions* on the Faith Formation page at: www.saintjn.org

1. Go to <https://secure.accesssacs.com/access/memberlogin.aspx?sn=96614>
2. Login using your E-mail Address or User Name and Password.



3. Go to the **Home** tab and select **My Profile**.



4. Please verify your information. Make updates or additions by clicking on the pencil icon. 

I verify that the following are correct **FOR EACH FAMILY MEMBER:**

- Address
- Phone Number
- E-mail Address


5. Click on the **Available Registrations** link.

The screenshot shows the website for St. John Neumann Catholic Community. The header includes the community name, location (Reston, VA), and phone number (703-860-8510). A navigation bar contains links for Home, Groups, Events, and Giving. Below this, there are three main sections: 'I Want to View...' with links for 'Available Registrations' (highlighted by a grey arrow) and 'My Complete Profile'; 'My Groups'; and 'My Calendar' for Wednesday, April 12, 2017. The calendar table lists various events with their times and locations.

Time	Event	Location
9:00 AM to 9:30 AM	9:00 Daily Mass	Chapel
9:30 AM to 10:30 AM	Coffee & Fellowship	Social Room
9:30 AM to 11:30 AM	Homebound Ministry	
10:00 AM to 11:00 AM	The Papacy_ From Italian Prince...	Auditorium
10:00 AM to 11:30 AM	Little Rock Scripture Series	Conference room
12:10 PM to 12:40 PM	Weekday 12:10 Mass	Chapel
1:00 PM to 2:30 PM	Little Rock Scripture Series	Conference room
6:00 PM to 7:30 PM	Family Night	Auditorium/Kitchen
6:30 PM to 8:00 PM	The Light is On (Reconciliabo...	Church
7:00 PM to 8:00 PM	7pm Taize	Chapel
7:00 PM to 9:00 PM	Legion de Maria	B4
7:00 PM to 9:00 PM	Social Justice Committee	Conference room
7:00 PM to 9:00 PM	Young Adult Women's Lenten Stu...	Social Room
7:00 PM to 9:30 PM	...	B1
7:00 PM to 9:30 PM	...	Church

6. Select the Grade, Day, and Time you would like to register a child.

7. Click on Register 

8. Click on the drop down menu next to the child you would like to register. Select Child #1 unless you are registering your second, third, or fourth child. Click on Next 

9. Complete the registration form. You will need to scroll down if this is your second, third, or fourth child to register. Continue clicking Next to take you to the next step.

10. You will be asked to provide your payment information. Your registration will not be completed unless you process your payment.

11. Please print your confirmation for your records. You will also be e-mailed a confirmation to the e-mail address(es) provided.

12. To register your next child, click on View My Profile and follow steps 5-11 again.

YOU MUST FOLLOW STEPS 5-11 FOR EACH CHILD IN ORDER TO REGISTER THEM IN YOUR PREFERRED SESSION.