St. John Neumann Faith Formation Registration 2019-2020

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.accessacs.com/
- 2. Login using your E-mail Address or User Name and Password.

🥃 https://secure.accessacs.com/?sn=96614 - Sign In - Intern	et Explorer	
St. John Ne Staffed by the Oblate	umann Catholic Community es of St. Francis de Sales	Reston, VA 703-860-8510
Welcome to St. John Neumann Catho	lic Community Sign In	
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	E-mail Address or User Name:	
	Remember my Username Sign In Forgot your <u>password or user name</u> ?	
	Need a login? <u>Click here</u>	
	ACS Technologies <u>Privacy Policy</u> <u>Terms of Use</u>	

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

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Time	Event	Location		
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9:30 AM to 10:30 AM	Homebound Ministry	Social Room		
10:00 AM to 11:00 AM	The Papacy From Italian Prince	Auditorium		
	Little Deals Codeburg Codes	Conference man		
10:00 AM to 11:30 AM	Little Kock Scripture Series	Conterence room		

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**:

- \circ Address
- Phone Number
- E-mail Address

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

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- 6. Select the Grade, Day, and Time you would like to register a child.
- 7. Click on Register 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 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 <u>FOR EACH CHILD</u> IN ORDER TO REGISTER THEM IN YOUR PREFERRED SESSION.