

# Saint Benedict School Online Registration Directions

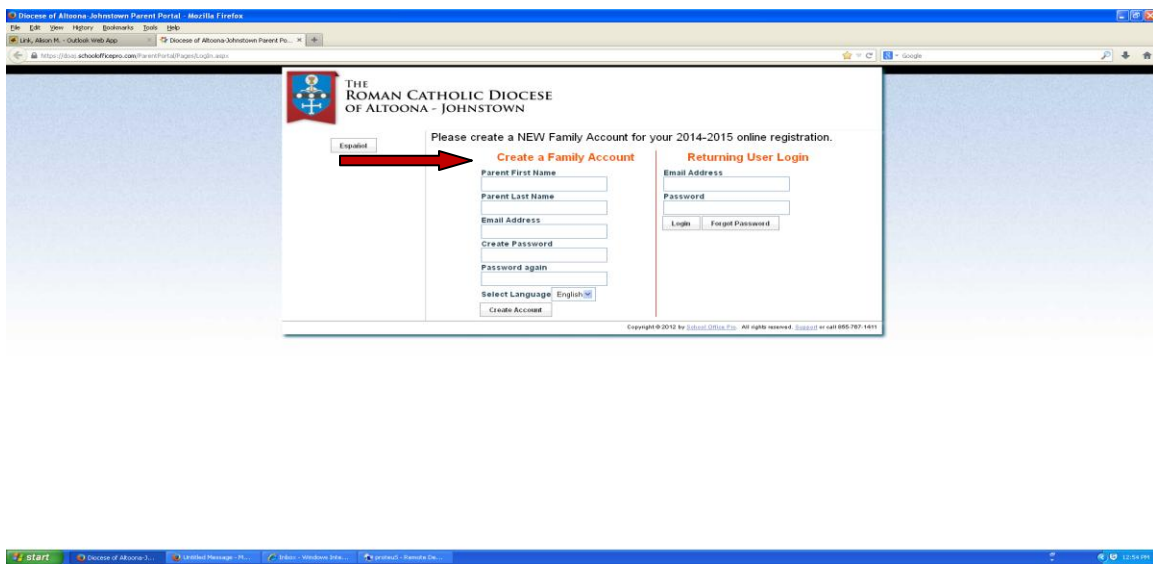
January 2014

This is a collection of basic directions for the new Saint Benedict School on-line registration process. The software is called School Office Pro. It is being introduced into the diocese of Altoona-Johnstown Catholic high schools and some of the elementary schools. We ask you for your patience as it is implemented. The system is new as are these directions. It is not intended to cause undue confusion or stress. If you find this registration process confusing please contact the school and one of the staff members will be happy to assist you. It will be helpful to have phone numbers and/or email addresses available for parents, emergency contacts, doctors, dentists, and ambulance service (if applicable).

Open the Internet and enter this web address into the address bar.

Web Site: <https://doaj.schoolofficepro.com/ParentPortal/Pages/LogIn.aspx>

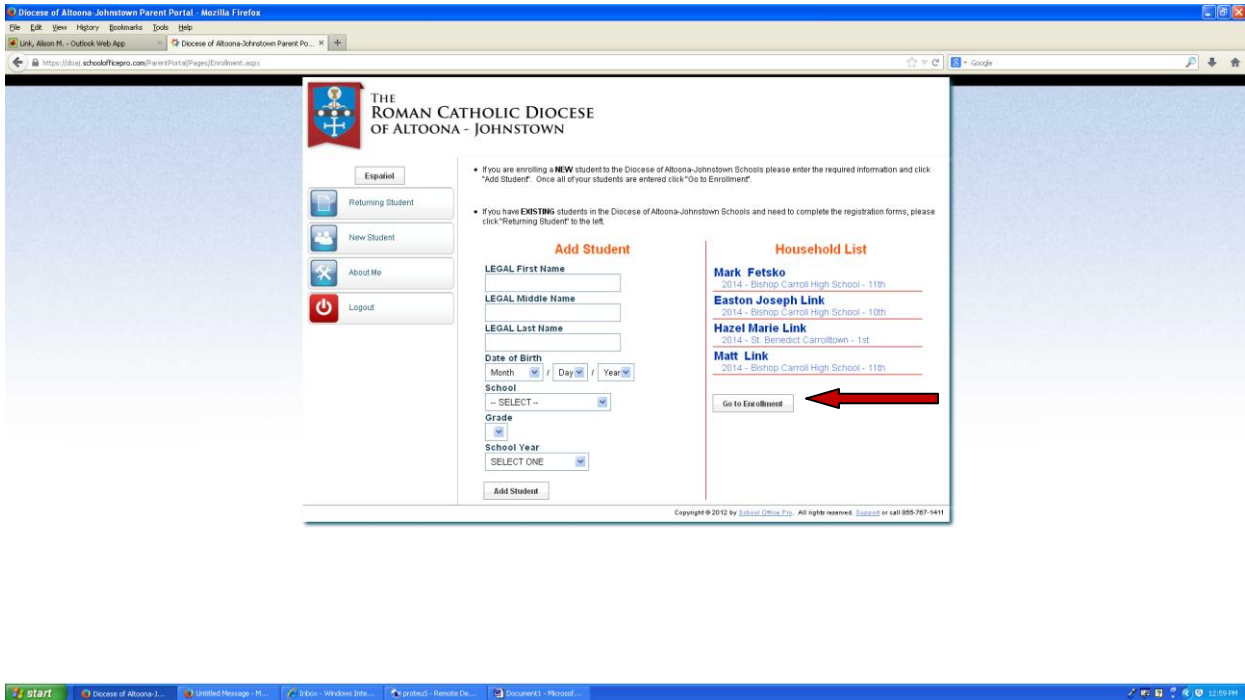
When logging on for the first time--Please "Create a Family Account"



Click on "New Student" even if your child is currently enrolled in Saint Benedict School. The child is new to this registration process. Please don't click on "Returning Student."



Enter information under "Add Student". Once you enter the information, the student will show under "Household List" & you can click on "Go to Enrollment" to fill out the forms.



You may enter students for more than one school. Participating schools currently are:  
 Bishop Carroll  
 Bishop Guilfoyle  
 Bishop McCort  
 Our Mother of Sorrows  
 St. Benedict Carrolltown

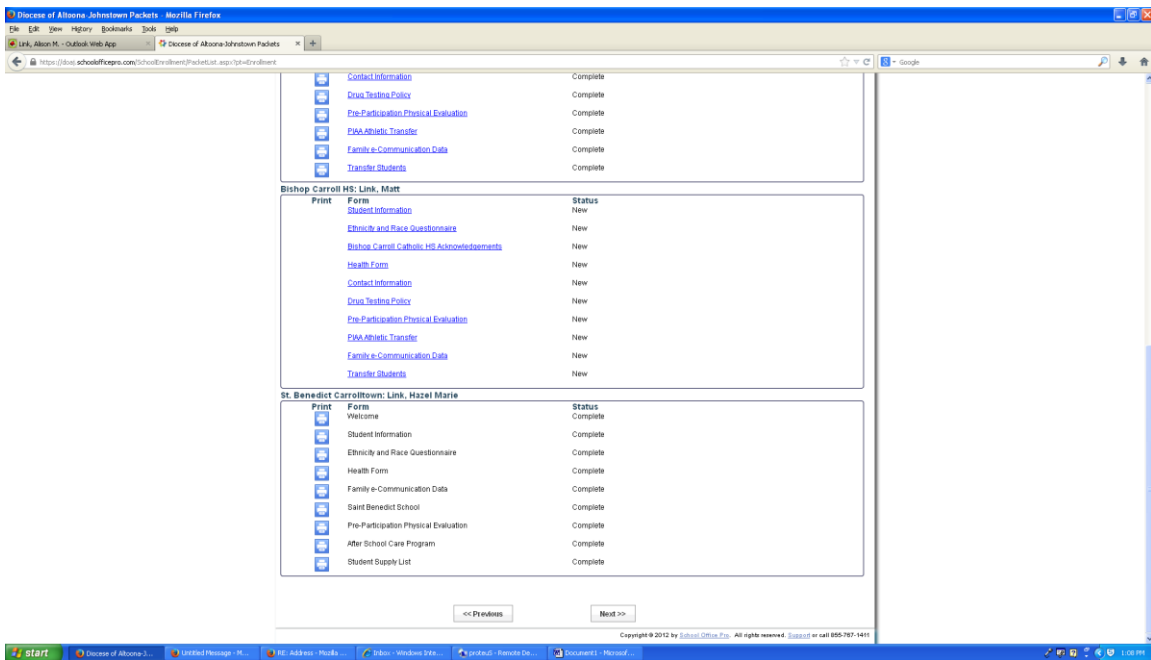
The next screen is the “Packet List”. It shows you all the forms that are available for each student. Start by viewing the “Welcome” form. At the bottom of the “Welcome” screen you may click “Next”. Clicking “Next” at the bottom of each form will allow you to view all of the forms sequentially so you don’t have to click on each form individually. When you click the “Next” button at the bottom of any form that has address fields an “Error” screen will appear. This is not necessarily an error. Just select the correct address that is offered to confirm your address and click “Next” to continue.

Not all forms are required for all students. The table below lists the forms that are required.

Please sign the forms as prompted even if the form was left blank. You may sign the form by typing your name in the space provided.

### Forms Required for Students

All students	Welcome, Student Information, Ethnicity and Race, Contact Information, Family e-Communication, Student Supply List, Diocesan IT User Agreement, School IT Equipment User Agreement, Photographic Image Release, Memorandum of Understanding for students in feeder Parishes
Kindergarten students and Students new to the school	Medical, Dental, and Vision forms
Students in athletics	PIAA form
At your discretion	After Care, Free and Reduced Lunch, Medicaid/SCHIP, Sharing of Data



Please note that the screen shot that is displayed above contains blue Print icons next to each form. These icons will not be available when registering the student due to a malfunction in the software. Should you wish to retain a paper copy of the form for your records please use the Print tool in your browser. The software developer is working to rectify this problem.

Once you have completed the forms for each child in your family you will see in bold red letters at the top of the screen that your packet is complete. You then need to click the red “Submit Forms” button to submit the registration. The registration will not be made available to the school until the “Submit” button is pressed.

You will receive a confirmation email after you submit forms.



Please contact the school if you have any questions. Thank you!