

1. Login as “Catechist” or “Parish Admin” (Faith Formation Leader).
2. Email is your first and last name with a space between them.
3. Password is TEMP. (When you login in and access your home page you can edit member information and add your own email and password if you like.)
4. Choose your parish from a drop down list which lists the City first and then the Deanery. Some places have more than one parish in the city and the parish will be listed also: (e.g. Longview, St Mary’s EC, Longview, St. Anthony, EC, Jacksonville WC, Lindale, WC, etc.)

5. Click on “Continue”

6. The next window will give take you to your HOME information and options at the left which include:

**Home**  
**Request Credits**  
**Edit Member Info**  
**Certification Report**

If you click on **Edit Member Info** you may change any of that information. I suggest you add your ACS date and if you have any restrictions on it and waivers.

If you click on **Certification Report** it will list all the credits you have and what you still need for a particular endorsement.

If you click on **Request Credits** you have the option of entering information for credit: this would include anything you are seeking credit for toward Endorsement or LIFE Certification. If you know where you want it credited you may submit that. If you don’t know just guess, that is okay. It will appear as **PENDING**.

Either I or Sister Angelica will log in as Diocesan Administrator and evaluate the credits submitted and either **ACCEPT, OR DENY**, the credits. We may alter the level it goes to or the number of hours, etc. When we **ACCEPT** it, the information goes directly into your Certification Report which you can view. If is **DENIED**, it remains on your home page listed as **DENIED**. If you have a question about why the credit was denied you may contact me.

6. It will be necessary to send in some paperwork to verify certain training: i.e. copies of Teaching Certificates, Curriculum Guide Segment Evaluations, Assessment Tools for Echoes of Faith Series, and others perhaps, so we may keep them in your file. We will notify you if there is additional paper work we need. Otherwise, please do not send credit requests for us to enter online. If your catechist, or Faith Formation Leader does not have access to the internet you may go to the parish which are all required to have access to the internet and use their computers.