

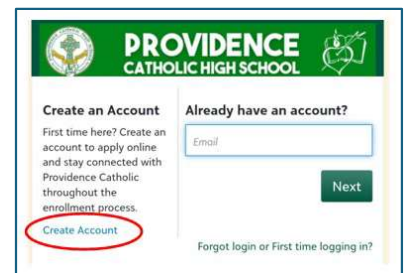
## Completing your Student's Application

The next steps in the admissions process are for you to create your account in our **new** Parent Portal and then complete all the required items for your child's application. Access the database in any of these methods:

- Direct Link: <https://providencecatholic.myschoolapp.com/app#login/apply>
- From our [website](#), click/tap on *Admissions* → *Application Form*, or use the button in the **Quick Link** section of the home page.

### Create your Parent Portal Account

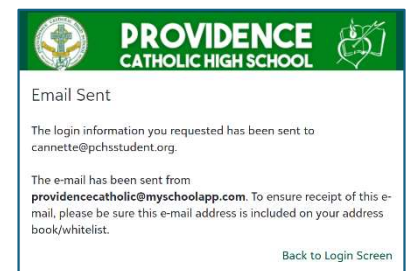
1. Click on **Create Account** and enter information about your student (the candidate) and your name and email address. This email and phone number you enter now will be what we use to contact you later with news from Providence Catholic.



The screenshot shows the login page for Providence Catholic High School. It has two main sections: 'Create an Account' and 'Already have an account?'. The 'Create an Account' section includes a 'Create Account' button circled in red. The 'Already have an account?' section has an email input field and a 'Next' button.

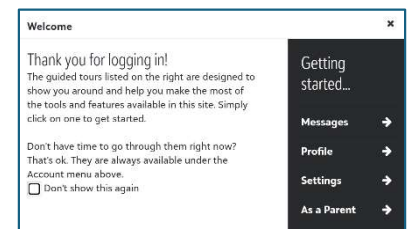
2. Once you are done, you will see an "Email Sent" window. Follow the directions and access your email to finish initializing your parent account. **Be patient; the initial email message may take up to 20 minutes to arrive in your inbox.** (Check your junk mail if necessary.)

The parent portal is very secure - you will get one more email with a verification code to enter before you can set your password and finalize your account. Make note of your password, as you will use it frequently to login to the Parent Portal.



The screenshot shows an 'Email Sent' confirmation window. It states that login information has been sent to 'cannette@pchstudent.org' and that an email from 'providencecatholic@myschoolapp.com' will arrive to verify the account.

3. You will see the "Welcome" window when you have completed all the steps and created your account. We suggest viewing these "Getting Started" tours when you have time.



The screenshot shows a 'Welcome' window with a sidebar menu. The sidebar includes options for 'Getting started...', 'Messages', 'Profile', 'Settings', and 'As a Parent'. The main content area says 'Thank you for logging in!' and offers guided tours.

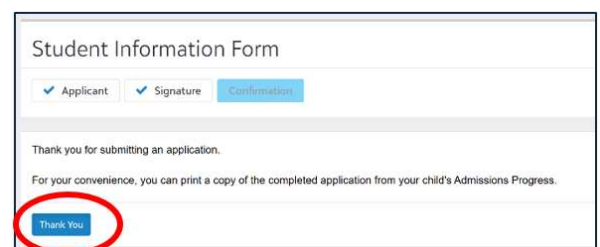
### Complete the Application Form for your Student

1. On your home screen, in the Admissions Progress section, you will see a link to fill out the Application form.



The screenshot shows the 'Admissions Progress' section of the parent portal. It has tabs for 'Admissions Progress', 'Decision', 'Official Notes', and 'Contact Card'. Under 'Admissions Progress', there is an 'Application' section with a 'Fill Out' button circled in red. A 'Welcome to your admissions progress page!' message is also visible.

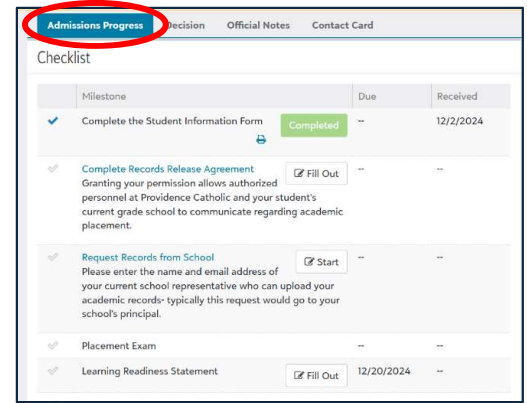
2. Once you have entered all the required information and submitted the form, you will see this screen. The **Thank You** button takes you back to the home screen, where you can **Apply Another Child** and view other information.



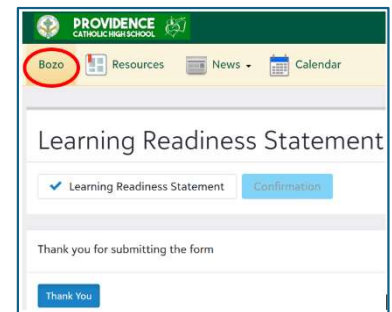
The screenshot shows the 'Student Information Form' completion screen. It has tabs for 'Applicant', 'Signature', and 'Confirmation'. A 'Thank You' button is circled in red. The message says 'Thank you for submitting an application.' and offers to print a copy of the completed application.

## Next Steps: Complete the Required Items on your Checklist

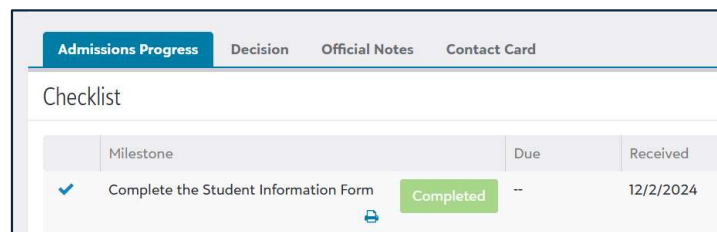
1. After you submit the Application form, you will receive a confirmation email, stating that we will process your Application form within **1 business day**.
2. After 1 business day (and your form is processed), login to your parent account and navigate to the **Admissions Progress** tab. There you will see a checklist of items required to complete your application. **To expedite the acceptance process for your child, complete these items as soon as possible.**



3. **Navigation Tip:** When you upload a document on the checklist, you may need to navigate back to the checklist. **To return to the checklist at any time, click on your child's name in the upper left of the screen.**



## Your Admissions Home Screen



### 1. Admissions Progress Tab

- Contains a list of items to be completed as part of the admissions process. You will see the status of your Student Information (Application) form.
- After we process your application (within 1 business day), you will then see a new checklist of items you need to complete.
- Once certain checklist items are completed and processed, they will trigger new checklist items. **Therefore, be sure to check your *Admissions Progress* on a regular & frequent basis.**

### 2. Decision Tab

Where we will notify you of your child's acceptance to PCHS. This is also where you will choose to Accept, Decline or indicate that you are still deciding.

### 3. Official Notes Tab

One of the many ways we communicate with you. Check this page on a regular basis. There will also be an alert in the top right corner of your screen indicating unread official notes.

### 4. Contact Card Tab

Contains basic demographic and other information about you and your child.

**Learn More:** Get more tips for navigating the Parent Portal. Click/tap on your name in upper right and then **Getting Started**. We think you will find it helpful!

