



The Welsh Academy

THE MIDDLE SCHOOL AT SAINT IGNATIUS HIGH SCHOOL

In Honor of Rev. Robert J. Welsh, S.J. '54

CREATING YOUR ADMISSIONS PARENT PORTAL ACCOUNT STEPS

Be sure to create an **Admissions Parent Portal** account to be able to schedule your visit to campus, upload grades, test scores and letters of recommendation. Also, you'll be able to submit your Welsh Academy application.

To get started on creating your Admissions Parent Portal account, you can either click the link in your email with the subject: *Create your Admissions Parent Portal Account - The Welsh Academy* or click this link: https://ignatius.fsenrollment.com/users/sign_in

Step 1. – Read Welcome Message on Parent Portal login page

Welcome to Saint Ignatius High School & The Welsh Academy

Welcome! We are so excited that you have taken the first steps to become part of the brotherhood at Saint Ignatius High School and The Welsh Academy Middle School.

Here you will **create an account** so you can access your son's Admissions Checklist, upload grades, test scores and letters of recommendations, and even schedule your visit to campus!

Once your account has been created, you will need to fill out the **Student Profile Form (one per student)**. Once you submit the student profile form, you can log back into the Parent Portal Account to access your son's account.

If you forgot your password, click on the '[forgot your password?](#)' link below.

First Time Here? Please scroll to the bottom and click on "create account". Please enter the same email address you used for your inquiry form. This is the email we will use to communicate with you during the entire admissions process. Also, **make sure you check the spelling of your email address before saving.**

If you have any questions, please contact us!



Step 2. – Create an account

Scroll all the way down to the bottom to “Create an Account”

The screenshot shows a login and account creation interface. At the top, there is a password field with a "Show" icon. Below it are checkboxes for "Remember me" and links for "Forgot your password?" and "Resend verification email?". A large teal "Sign In" button is centered. Below the sign in button are two social login options: "Sign in with Google" and "Sign in with Microsoft". A horizontal line with "or" in the center separates these from a large teal "Create an Account" button. At the bottom center is the "FINALSITE ENROLLMENT" logo, which consists of a red geometric icon followed by the text "FINALSITE" in black and "ENROLLMENT" in red.

Step 3 – Create username and password

Your username will be your email address and you can create your own password. Please save it in a safe place. Click Create Account to submit your account.

The screenshot shows the "Create an Account" form. The title "Create an Account" is centered at the top. Below the title are two input fields for "First name" and "Last name". Below these is a single input field for "Email". Below the email field is a "Password" field with a "Show" icon. Below the password field is a "Retype Password" field with a "Show" icon. At the bottom of the form is a large teal "Create Account" button.

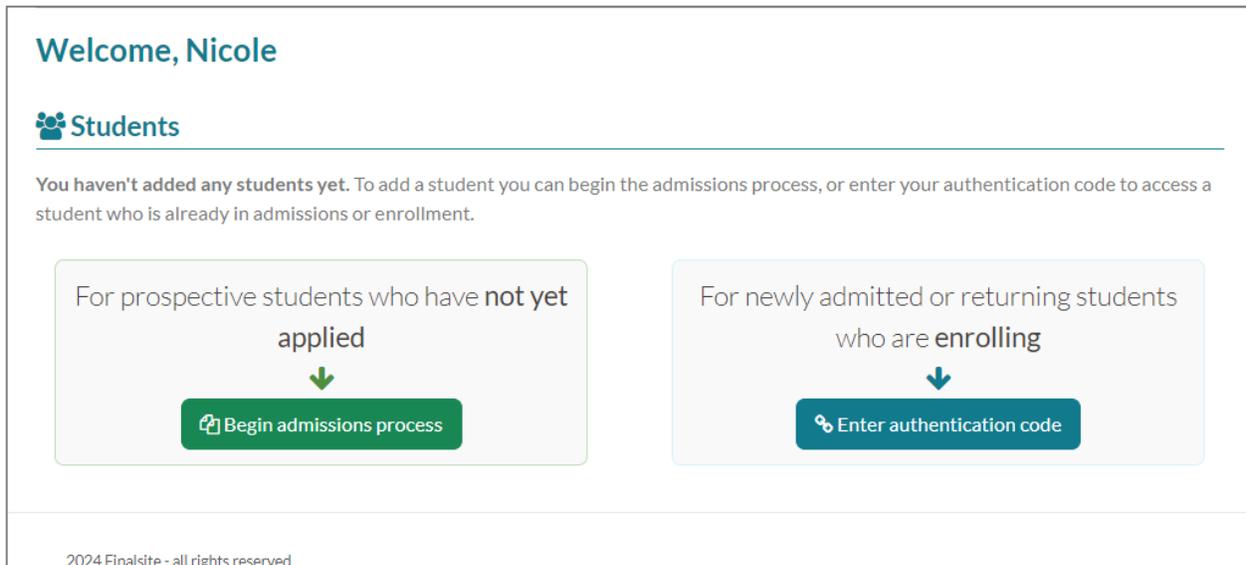


Step 4. – Confirm your account

Once you create a Parent Portal Account, please check your email to confirm your account. You should receive an email from info+ignatius@fsenrollment.com; subject: Confirmation instructions.

Step 5. – Log in with your email address and password

Once you log in to your account, you should see a section labeled “Students” and a message that says “You haven’t added any students yet...” Click on the green “Begin Admissions Process” to fill out your student profile form.



Step 6. – Fill out the Student Profile Form.

The form will say “Student Application” in the top left corner. You can disregard that title. *This is NOT the The Welsh Academy application.*

Each "Student Profile Form" is unique to your son. If you have twins, or triplets you will need to fill out a separate form for each student. Yes, this form might look similar to the inquiry form but it asks for more information about your son and family.

You do have the option throughout the Student Profile Form (Application) to Save & Finish Later. If you choose this option, please remember, you will need to log back in to finish the form.



At the bottom of page 2, you will see Second Parent or Guardian in Primary Household. Here is where you can add a second parent or guardian.



Second Parent or Guardian in Primary Household

Is there a second parent or legal guardian in this household? Yes No

Step 7. – Review and Submit

On the last page, before you submit your Student Profile Form, you will be asked “Who is completing this form?” You can select your son or yourself. It doesn’t matter to us.

REVIEW ● ● ● ● ●

 Please review the information below, make any changes you need, and submit the form.

Who is completing this form? *

Please review the entire form to make sure everything is spelled correctly and the information is correct. Then once you review it, click submit.

Step 8. – Return back to the Parent Portal

After you submit your Student Profile form, you will see a thank you message. To return back to the Parent Portal, you can either click on “Back to Parent Portal” or “My Students”

Thank you

Thank you for submitting the **Student Profile Form** to The Welsh Academy.

Your Parent Portal Account should now reflect your son's profile and admissions checklist. If not, please select "My Students" to see your son's account.

If you have any questions, please contact us!

For Saint Ignatius High School (entering grades 9-12)

- Nicole (Nikki) Galmarini -- Admissions Coordinator
 - 216.651.0222 ext. 4215 or ngalmarini@ignatius.edu
- Michael Palange '06 -- Assistant Director of Admissions
 - 216.651.0222 ext. 4395 or mpalange@ignatius.edu

For The Welsh Academy Middle School (entering grades 6-8)

- Toni Torres-Regula -- Admissions Coordinator
 - 216.939.2107 or aregula@ignatius.edu
- Margarita (Maggie) Pena -- Executive Administrative Assistant/Family Liaison
 - 216.281.2308; mpena@ignatius.edu



Step 9. – Add another student to your Parent Portal

If you need to add another student to your Parent Portal, under your current son’s account, click “Add a new student” in the gray section.



Step 10. Gain access to your son’s Admissions Checklist

From the home screen, you should see your student listed once you have filled out the Student Profile Form. If you don’t see your student, please contact us!

Under your son’s name, there is a blue button “Continue Admissions Process”. Click to continue to his checklist.

