## BISHOP MANOGUE CATHOLIC HIGH SCHOOL

Extremely Detailed and Exquisitely Illustrated Online Enrollment Instructions

- 1. Log in to your <u>MyBackPack</u> account.
  - Returning families should use their existing <u>MyBackPack</u> login ID, even to enroll an incoming freshman.
  - New families should use the login ID they created when first completing the online application. This is not same as the login used for your admissions application.
  - If you do not recall your login credentials, click on I Forgot My Username and Password.

Important! Once you have logged in to MyBackPack, DON'T use your browsers back button! (We know. It's hard to resist.) Instead, use the navigation links found in the upper left corner, a bit below the crest logo.

2. Once logged in, click on the Enrollment/Reenrollment link located on your homepage.

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Academic Info Student Schedule Student Calendar Student Attendarce Marking Period Grades and Comments	My Accounts Account Summary Account Details Statements Pay Online	My Forms/Documents Admissions Inquiry Admissions Applications Enrollment/Re-Enrollment	5 Search Student/Parent Directory Settings My Profile Change Password Back to Admin User	,
Grades and Comments History Daily Assignments and Comments Student Discipline				
CODADDY VERIFED & SECURED Verified & Secured Powered by Senior Systems, Inc.			For assistance with using this website, please email us at mbpsupport@bishopmanogue.c	org or call us at 775-336-6000.

3. At the top of the page, you will then see a table with several icons/headings. These outline the steps of the enrollment process. First Click on the **Review Profile** button and review your profile information. This step is required.

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Enrollment / Re-Enrollment							Demo Parent 👩 🝞 🛞		
Back to Admin User									
Welcome to the Bishop Manogue Catholic High Sch	hool's Online Enrollment page. This p	bage will take you through o	ur enrollment process. Plea	ase see below for detailed instructions.					
Re-enrollment									
Name	This Year Grade	Status	Review Profile	View Contract	Deposit Received Date	Online Payment	Additional Forms		
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<ul> <li>= indicates the item has been submitted or cor</li> <li>Welcome to the Bishop Manogue atholic High Sd</li> <li>Please see below for step-by-step instructions:</li> </ul>	<ul> <li>indicates the item has been submitted or completed</li> <li>Welcome to the Bishop Manogue stholik High School's Online Enrollment page. This page will take you through our enrollment process.</li> </ul>								
1. Click on the Review Profile button and review	vyour profile information. If any cha	nges are needed, please cor	rect them. When finished,	please click on "My profile is up-to-date."	·				
2. Click on the View Contract link. Please review	your agreement and fill in the appro	opriate fields. Click the Subn	nit Contract button on the	bottom of the agreement to send your co		tanl			
3. Make your Registration Fee Payment. You r	may use a credit or debit card, or che	ck routing number.			This is the first s	tepi			
4. Click on the Additional Forms button to vie	w and print the following additional t	forms, if applicable:							
• Parish Discount Form. If seeking a Cather parish allowance, you will need to print this form and submit to your parish. Your allowance will not be applied until the form is received, signed by your parish, to the Bishop Manogue Business Office.									
<ul> <li>Parent Service Hours Information</li> </ul>	Sheet. Please review our policy or	Parent Service Hours.							
Back to Admin User	Rememb	er to navig	ate from h	nere.	For assistance with using this website, please	e email us at mbpsupport@bishopma	anogue.org or call us at 775-336-6000.		
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If any changes are needed, click the blue Edit button in the bottom left corner and make any necessary additions or corrections.

		Industry: Educational Services Phone: 773.338.6000 Fas: 773.338.6015 Used to contact you in an energency? No Send grades and/comments for bin address? No
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		Printable Version
Powered by Senior Systems, Inc.		For assistance with using this website, please email us at mbpsupport@bishopmanogue.org or call us at 775-336-6000.

When you are finished, click the blue **Save** button, and then the blue Done button to submit your changes. (Be sure to let the system finish saving our changes before you hit **Done**.)

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## When finished, check the My Profile is Up-to-Date box and click Submit.

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Please review your contact information listed below. To make any changes to your data, cick on the green penci After you have reviewed all of your information, check the box for My Profile is Up-to-Date.	then click this button			
DNP Father: Demo Parent First Name: Demo Last Name: Parent Relation: Father		DNP Mom: Demo 2 Parent First Name: Demo 2 Last Name: Parent Relation: Mom		
Residential Address				
Address 1: 110 Bishop Manogue Drive Ch(y)State: Reno, NV Zp: 695311 Used grades set pri comments to this address? Yes Send a crow of statement to this address? Yes Send a crow of statement to this address? Yes		Phone:         775-336-6000           Fax:         775-336-6000           Cell:         775-336-6000           Grandfather Cel:         775-000-0000           Mother Work:         775-111-111		
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		Company Name: Bishop Manogue Catholic Hig Address 1: 110 Bishop Manogue Drive Cht/State: Reno, IW Zip: 09511 Industry: Educational Services Phone: 775:336.6000 Pasa: 775:338.6000 Fasa: 775:338.6000 Send grades and/or comments to this address	h School No 5710	
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Variance and the second		For assistance wit	th using this website, please email us a	st mbpsupport@bishopmanogue.org or call us at 775-336-6000.

You should then see a green check mark on your Review Profile Icon. (Hooray!)



4. After your profile is reviewed and updated if necessary, click on the **View Contract** link. There you will review, choose and update your tuition agreement, any applicable financial aid awards, and health information by filling in the appropriate fields. Looks like this:

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BISHOP MANOGUE CATHOLIC HIGH SCHOOL 2015-2016 TUITION	
Students Name: DEMO DEMO Grade: 9	
TUITION:	
Tuition is \$10,500,00 and pays approximately 97% of education costs. The remainder of costs are provided through other fees, donations, tuition assistance and the proceeds of annual fundraising events.	
Your tuition assistance (if applicable): S0.00	
WE OFFER FOUR OPTIONS TO PAY TUTION:*	
Due to the high cost of manually processing payments, Bishop Manogue requires all families to sign up for a payment plan with FACTS Tunion Management FACTS Payment dates are the 5th or the 20th of every month.	
<ul> <li>One payment made via FACTS, via MyBackPack, or onsight to BMCHS due July 2015, <i>initial cost to sign up is</i> 50,00</li> <li>Two equal payments made via FACTS due July 2015 and December 2015, <i>initial cost to sign up is</i> 510,00</li> <li>Five equal payments made via FACTS due July 2015, Sept 2015, Nev 2015, Janz 2016, and March 2016, <i>initial cost to sign up is</i> 541,00</li> <li>Tre equal payments made via FACTS due July 2015 through April 2016, <i>initial cost to sign up is</i> 541,00</li> </ul>	
*Families who have not completed FACTS 1 utilized Management by June 12, 2015 will not be considered registered. You will need to contact the butines office to make up any past due payments and complete <u>FACTS 1 utilized Management</u> in order for your student to start school.	

You will be asked to choose a payment plan. For all but Option 1 you will need to have enrolled with FACTS, and to enter your nine-digit FACTS agreement number. (Anyone who applied for financial aid should already have enrolled with FACTS. If you have not yet done so, <u>click here to enroll with FACTS</u>. If you are choosing Option 1 enter FULLPYMNT into the boxes for your facts agreement number.

PLEASE SELECT YOUR OPTION FOR PAYING STUDENT EDUCATION COSTS:	
©TUITION	
Tuition is S 10,500.00 and pays approximately 97% of education costs. The remainder of costs	are provided through fees,
donations, tuition assistance and the proceeds of annual fundraising events.	
Your tuition assistance (if applicable): \$000	Pick your payment plan
Payment Plan Options (Check One):	, , , , ,
1 Payment via FACTS, via MyBackPack, OR onsight to BMCHS - July 2015 (\$0 sign-up charges)*	
O 2 Payments via FACTS - July 2015 & December 2015	
O 5 Payments via FACTS - July 2015, September 2015, November 2015, January 2016, & March 2016	
O10 Payments via FACTS - July 2015 through April 2016	
Bishop Manogue does not accept credit cards for tuition payment, as a convenience we have arranged accept American Express. MasterCard and Discover cards via the web. Visa is not accepted. A credit 2.75% of amount charged for all transactions, including any payment for tuition and fees, adding mon accounts, & Campus Store purchases. In order to avoid paying the 2.75% charge, please pay via cash, or money order.	for a third party to card convenience fee of ey to debit/lunch check, cashier's check
Your original FACTS Tuition Management agreement authorizes FACTS to continue processing pay	ments upon receipt of
reenrollment information from Bishop Manogue. If you are not making a full payment, registration w have enrolled for FACTS.	vill not be complete until you
* If you have opted to make a 1 time, FULL PAYMENT, please enter "FULLPYMNT" into the boxes.	
Please enter your nine-digit FACTS agreement number: F U L L P Y M N	T

When you're done, click the **Submit Contract** button on the bottom of the agreement to send your completed agreement to the school.

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	Last Name: DEMO	First Name: DEMO	Birth Date:	Grade: 0				
	Address: 110 Bishon Manogue Drive	City: Reno	State: NV	Zin: 80511				
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	Emergency Contact	Home Phone	Cell	Work				
	Hospital of Choice	Primary Care Provider		Phone				
	Insurance Company	Policy Number						
	Allergies/Drug Allergies							
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	ATTENTION: MY CHILD HAS A MED	DICAL OR MENTAL HEALTH CONDITIO	N.					
	Diagnosis or Condition(s)							
	Signs/Symptoms							
	Date Diagnosed mm/dd/yyyy	Treating Physician						
	<ol><li>Does your child have any restrictions on his/1</li></ol>	her activities? None 🔻						
	Please List Medications							
	Other important health information							
		AUTHORIZATION TO CONSENT TO TRE	EAT A MINOR					
	In the event of illness, accident or other emerge	new the undersigned parent(s) or legal quardian	of DEMO DEMO a minor	r. do hereby authorize face	alta			
	members and coaches of Bishop Manogue Cath	olic High School as agent(s) for the undersigned	to consent to any dental or	r medical treatment of our	child.			
	including, but not limited to, x-ray examination,	, anesthetic, medical, or surgical diagnosis or tre	atment and hospital care w	hich is deemed advisable	by and is to			
	be rendered under the general or specific superv	ision of any physician or surgeon licensed under	the provisions of the Med	fical Practice Act, whether	such			
	diagnosis and/or treatment is rendered at the off	fice of said physician or at a hospital.						
	I/we understand that all efforts will be made to a	contact the undersigned. Live understand that Liv	e will be financially respo	usible for any expenses in	curred due			
	to medical care, travel expenses, etc., due to an	accident, illness or other emergency involving m	v/our child.	inside for any expenses in	cureo ouc			
	It is understood that this authorization is given i	in advance of any specific diagnosis, treatment of	r hospital care being requir	red, but is given to provid	e authority			1.00
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	physician in the exercise of his of her best judgi	inclu may occur advisaore.						
	This authorization shall remain in effect until Ju	ine 10, 2016, unless sooner revoked in writing de	elivered to said agent(s).					
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	Responsible Faity a Signature							
	Responsible Party's Signature							
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	Submit							
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5. Make your **Registration Fee Payment.** This is \$700 non-refundable fee due by March 9th (\$725 after March 9th). You may use a credit or debit card, (a 2.85 percent fee will be added for use of credit or debit) or withdraw funds from your checking or savings account by using e-check. (No fee.) Families with seniors will also be asked to pay the \$175 graduation fee at this time.

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Bishop Manogue Catholic High School Educating through Faith, Leadership, Knowledge, and Compassion <sup>44</sup>
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The deposit fee to register an enrolled student is currently set to \$700.00.  Click here first  And now using the form below. Please remit payment sufficiently in advance of the application deadline to ensure that your childs enrollment is secured.  Click here first  Preprov Tulen - Base - 130,50.00  Preprov Tu
Total Payment Amount: \$0.00
Paying By Credit Card:
Paying By eCheck: 💋
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For assistance with using this website, please email us at mbpsupport@bishopmanogue.org or call us at 775-336-6000.

6. Finally, click on the **Additional Forms** button to download and print the following additional forms, if applicable:



**Parish Affiliation Form.** If seeking a Catholic Parish Affiliation allowance, you will need to print this form and submit to your parish. Your allowance will not be applied until the form is received, signed by your parish, to the Bishop Manogue Business Office. **The last day to submit the Parish Affiliation form is June 15, 2020.** 

**Parent Service Hours Information Sheet.** Please review our policy on Parent Service Hours <u>at this link</u>, and please review the Diocese of Reno mandatory requirements for school volunteers <u>here</u>.

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ADDITIONAL FORMS 1. To apply for a Catholic Discount, complete and submit th	he Parish Affiliation Verification	$\frown$	Downl	load forms at	these lin	ıks.				
2. To review our Parent Service Hour policy, please read the	e Parent Service Hour Information SI	eet 📕								
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## When everything's done, your screen should look like this! You did it!

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If you experience any technical issues with enrollment or have any questions, please contact our office at 775-336-6000 and we will be happy to assist you.