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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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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Welcome to the Bishop Manogue Catholic High Sch	100l's Online Enrollment page. This p	age will take you through o	ur enrollment process. Ple	ease 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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 = indicates the item has been submitted or cor Welcome to the Bishop Manogue Satholic High Sch Please see below for step-by-step instructions: 	nool's Online Enrollment page. This p						
 Click on the Review Profile button and review Click on the View Contract link. Please review 							
3. Make your Registration Fee Payment. You n			in contract button on the	e bottom of the agreement to send your of	This is the first	step!	
4. Click on the Additional Forms button to vie		-					
Parish Discount Form. If seeking a Cath	lic parish allowance, you will need t	o print this form and submi	to your parish. Your allo	owance will not be applied until the form is	received, signed by your parish, to the Bishop Ma	nogue Business Office.	
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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: 775.338.6000 Fas: 775.338.6001 Used to contact you in an energency? No Send grades and/comments for bin address? No
Additional Contact First Name: Demo Lest Name: Demo Formo Relation: Grandparent Used to contact you in an enter servo? Send grades and/or concents to this addr Back to A true. Excluser them Edit Proven Sand note to school	Edit button is here.	 Phone: 775-555-6666 Alt phone: 775-455-4555
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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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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 TUTTION:*	
Due to the high cost of manually processing payments, Bishop Manogue requires all families to sign up for a payment plan with FACTS Tuntion Management FACTS Payment dates are the 5th or the 20th of every month.	
 One payment made via FACTS, via MyBackPack, or onsight to BMCHS due July 2015, <i>initial cost to sign up is</i> 50,00 Two equal payments made via FACTS due July 2015 and December 2015, <i>initial cost to sign up is</i> 510,00 Five equal payments made via FACTS due July 2015. Sept 2015, Nov 2015, Jan 2016, and March 2016, <i>initial cost to sign up is</i> 541,00 Ten equal payments made via FACTS due July 2015 through April 2016, <i>initial cost to sign up is</i> 541,00 	
*Families who have not completed <u>FACTS Julion Management</u> by June 12, 2015 will not be considered registered. You will need to contact the business office to make up any past due payments and complete <u>FACTS Julion 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): \$0.00	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.	card convenience fee of ey to debit/lunch
Your original FACTS Tuition Management agreement authorizes FACTS to continue processing pay	
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: 9				
	Address: 110 Bishop Manogue Drive	City: Reno	State: NV	Zip: 89511				
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	Emergency Contact	Home Phone	Cell	Work				
	Hospital of Choice	Primary Care Provider		Phone				
	Insurance Company	Policy Number						
	Allergies/Drug Allergies							
	MY CHILD DOES NOT HAVE A MEDIO							
		DICAL OR MENTAL HEALTH CONDITIO	N.					
	Diagnosis or Condition(s)							
	Signs/Symptoms							
	Date Diagnosed mm/dd/yyyy	Treating Physician						
	2. Does your child have any restrictions on his/	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	ncy, the undersigned parent(s) or legal guardian	of DEMO DEMO a minor	r. do hereby authorize face	alta			
		tolic High School as agent(s) for the undersigned						
		, anesthetic, medical, or surgical diagnosis or tre						
		vision 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	contact the undersigned. I/we understand that I/w	a will be financially recoo	unsible for any expenses in	curred due			
		accident, illness or other emergency involving m		inside for any expenses in	cureo ouc			
		in advance of any specific diagnosis, treatment of						1.00
	physician in the exercise of his or her best judg	to give specific consent to any and all such diagrament may deem advisable	losis, ireanient of hospital	r care which the aforement	ioneu			
	physician in the exercise of his of her best judg	nen may been abvisable.						
	This authorization shall remain in effect until Ju	une 10, 2016, unless sooner revoked in writing de	elivered to said agent(s).					
	Responsible Party's Signature							
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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 ⁴⁴
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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	e Parish Affiliation Verification		Downloa	ad forms at	these lir	nks.			
2. To review our Parent Service Hour policy, please read the	Parent Service Hour Information St	aet Kanada Ka							
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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.