

BISHOP MANOGUE CATHOLIC HIGH SCHOOL

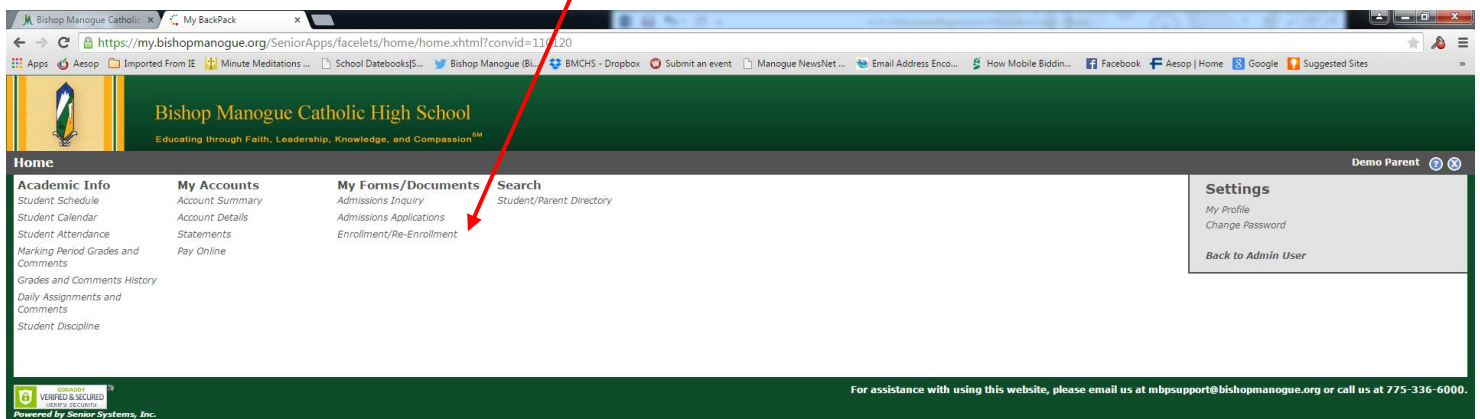
Extremely Detailed and Exquisitely Illustrated Online Enrollment Instructions

1. Log in to your [MyBackPack](#) account.

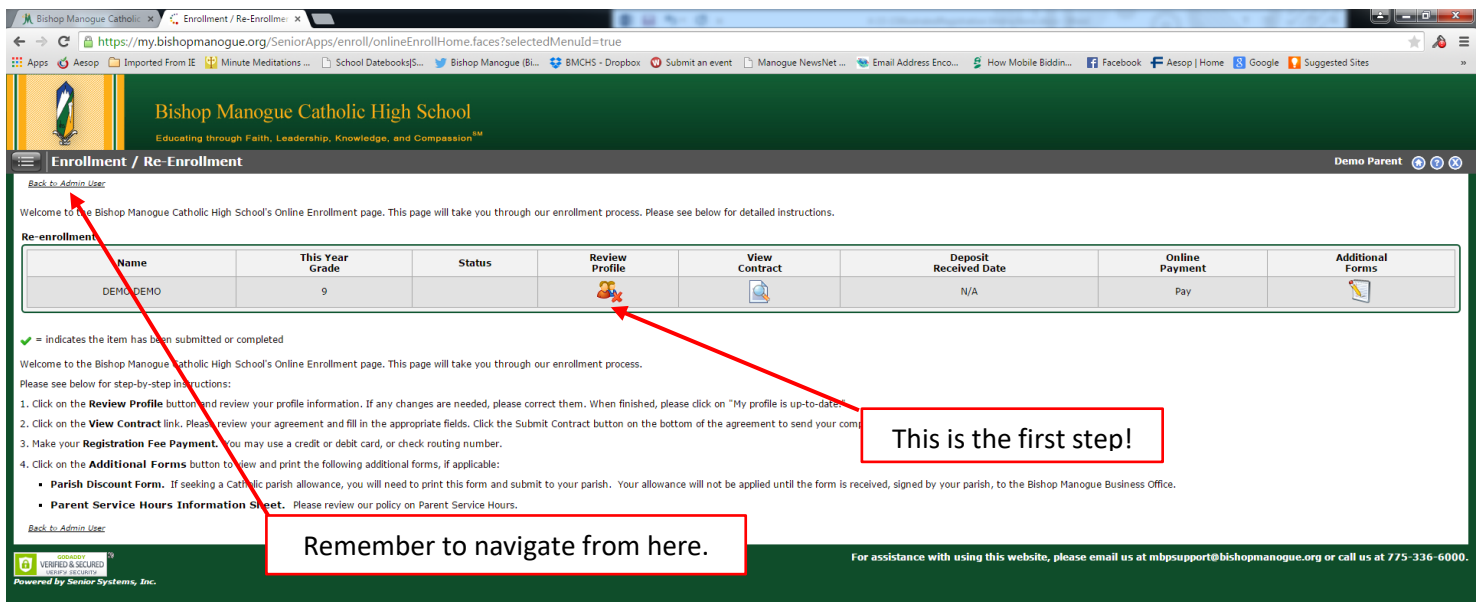
- Returning families should use their existing [MyBackPack](#) login ID, even to enroll an incoming freshman.
- **New** families should use the login ID they created when first completing the online application. This is not same as the login used for your admissions application.
- If you do not recall 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.



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.



If any changes are needed, click the blue Edit button in the bottom left corner and make any necessary additions or corrections.

This screenshot shows the 'Additional Contact' form. A red box highlights the 'Edit' button in the bottom left corner. The form contains fields for First Name, Last Name, Nickname, and Relation, all set to 'Demo' and 'Grandparent'. It also has checkboxes for 'Used to contact you in an emergency?' and 'Send grades and/or comments to this address?'. At the bottom, there are buttons for 'Edit', 'Preview', and 'Send note to school'. A 'Printable Version' link is also visible.

Edit button is here.

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**.)

This screenshot shows the 'Additional Contact' form with the 'Save' and 'Done' buttons highlighted. A red box points to these buttons. The form is identical to the previous one, but the 'Edit' button is no longer highlighted. The 'Save' button is in the bottom left, and the 'Done' button is in the bottom right.

Save and Done buttons are here!

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

This screenshot shows the 'My Profile' page. A red box highlights the 'My Profile is up-to-date' checkbox and the 'Submit' button. Another red box points to the 'Submit' button with the text '...then click this button'. The page displays contact information for 'Father: Demo Parent' and 'Mom: Demo 2 Parent'. It also shows 'Residential Address' and 'Work Address' sections. At the bottom, there are buttons for 'Edit', 'Preview', and 'Send note to school'. A 'Printable Version' link is also visible.

Check this box...

...then click this button

Bishop Manogue Catholic High School
Educating through Faith, Leadership, Knowledge, and Compassion™

Enrollment / Re-Enrollment

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for detailed instructions.

Re-enrollment

Name	This Year Grade	Status	Review Profile	View Contract	Deposit Received Date	Online Payment	Additional Forms
DEMO DEMO	9				N/A	Pay	

✓ = indicates the item has been submitted or completed

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for step-by-step instructions:

- Click on the **Review Profile** button and review your profile information. If any changes need to be made, click on the "My Profile" link. When finished, please click on "My profile is up-to-date."
- Click on the **View Contract** link. Please review your agreement and fill in the appropriate fields. Click the Submit Contract button on the bottom of the agreement to send your completed agreement to the school.
- Make your **Registration Fee Payment**. You may use a credit or debit card, or check routing number.
- Click on the **Additional Forms** button to view and print the following additional forms, if applicable:
 - Parish Discount Form.** If seeking a Catholic 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.
 - Parent Service Hours Information Sheet.** Please review our policy on Parent Service Hours.

For assistance with using this website, please email us at nbpsupport@bishopmanogue.org or call us at 775-336-6000.

Back To Enrollment Home

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): \$0.00

WE OFFER FOUR OPTIONS TO PAY TUITION:*

Due to the high cost of manually processing payments, Bishop Manogue requires all families to sign up for a payment plan with [FACTS Tuition Management](#). FACTS Payment dates are the 5th or the 20th of every month.

- One payment made via FACTS, via MyBackPack, or onisght to BMCHS due July 2015, *initial cost to sign up is \$0.00*
- Two equal payments made via FACTS due July 2015 and December 2015, *initial cost to sign up is \$10.00*
- Five equal payments made via FACTS due July 2015, Sept 2015, Nov 2015, Jan 2016, and March 2016, *initial cost to sign up is \$41.00*
- Ten equal payments made via FACTS due July 2015 through April 2016, *initial cost to sign up is \$41.00*

*Families who have not completed [FACTS Tuition Management](#) 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 [FACTS Tuition Management](#) in order for your student to start school.

PLEASE SELECT YOUR OPTION FOR PAYING STUDENT EDUCATION COSTS:

● TUITION
Tuition is \$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

Payment Plan Options (Check One):

- 1 Payment via FACTS, via MyBackPack, OR onsite to BMCHS - July 2015 (\$0 sign-up charges)*
- 2 Payments via FACTS - July 2015 & December 2015
- 5 Payments via FACTS - July 2015, September 2015, November 2015, January 2016, & March 2016
- 10 Payments via FACTS - July 2015 through April 2016

Bishop Manogue does not accept credit cards for tuition payment, as a convenience we have arranged for a third party to accept American Express, MasterCard and Discover cards via the web. Visa is not accepted. A credit card convenience fee of 2.75% of amount charged for all transactions, including any payment for tuition and fees, adding money to debit/lunch accounts, & Campus Store purchases. In order to avoid paying the 2.75% charge, please pay via cash, check, cashier's check or money order.

Your original FACTS Tuition Management agreement authorizes FACTS to continue processing payments upon receipt of reenrollment information from Bishop Manogue. If you are not making a full payment, registration will not be complete until you have enrolled for FACTS.

* 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 A Y M E 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.

Student Information Form

https://my.bishopmanogue.org/SeniorApps/facelets/enroll/openContract.xhtml?_docRecordNo=961

Last Name: DEMO Address: 110 Bishop Manogue Drive City: Reno Birth Date: State: NV Grade: 9 Zip: 89511

EMERGENCY INFORMATION:

Mother/Guardian Home Phone Cell Work

Mother's Employer

Father/Guardian Home Phone Cell Work

Father's Employer

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 MEDICAL OR MENTAL HEALTH CONDITION.

☒ **ATTENTION: MY CHILD HAS A MEDICAL OR MENTAL HEALTH CONDITION.**

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 TREAT A MINOR

In the event of illness, accident or other emergency, the undersigned parent(s) or legal guardian of DEMO DEMO, a minor, do hereby authorize faculty members and coaches of Bishop Manogue Catholic High School as agent(s) for the undersigned to consent to any dental or medical treatment of our child, including, but not limited to, x-ray examination, anesthetic, medical, or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act, whether such diagnosis and/or treatment is rendered at the office of said physician or at a hospital.

I've understand that all efforts will be made to contact the undersigned. I've understand that I've will be financially responsible for any expenses incurred due to medical care, travel expenses, etc., due to an accident, illness or other emergency involving my/our child.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his or her best judgment may deem advisable.

This authorization shall remain in effect until June 10, 2016, unless sooner revoked in writing delivered to said agent(s).

Responsible Party's Signature

Responsible Party's Signature

Submit button is here!

Submit

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.

The Business Office at Bishop Manogue Catholic High School

Enrollment / Re-enrollment Online Payment

Back to Admin User / Enrollment Home

The deposit fee to register an enrolled student is currently set to \$700.00. and now using the form below. Please remit payment sufficiently in advance of the application deadline to ensure that your child's enrollment is secured.

DEMO DEMO Contract Submitted

Registration Fee - \$700.00

Prepay Tuition - Base - \$10,500.00

Total Payment Amount: \$0.00

Paying By Credit Card:

Paying By Credit Card

Paying By eCheck:

Paying By eCheck

Back to Admin User / Enrollment Home

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.

Click here first

Then choose your payment method

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

Enrollment / Re-Enrollment

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for detailed instructions.

Name	This Year Grade	Status	Review Profile	View Contract	Deposit Received Date	Online Payment	Additional Forms
DEMO DEMO	9				N/A	Pay	

✓ indicates the item has been submitted or completed

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for step-by-step instructions:

1. Click on the **Review Profile** button and review your profile information. If any changes are needed, please correct 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 appropriate fields. Click the Submit Contract button on the bottom of the agreement to send your completed agreement to the school.
3. Make your **Registration Fee Payment**. You may use a credit or debit card, or check routing number.

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 [at this link](#), and please review the Diocese of Reno mandatory requirements for school volunteers [here](#).

Additional Forms

ADDITIONAL FORMS

1. To apply for a Catholic Discount, complete and submit the [Parish Affiliation Verification](#)
2. To review our Parent Service Hour policy, please read the [Parent Service Hour Information Sheet](#)

Download forms at these links.

When everything's done, your screen should look like this! You did it!

Enrollment / Re-Enrollment

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for detailed instructions.

Name	This Year Grade	Status	Review Profile	View Contract	Deposit Received Date	Online Payment	Additional Forms
DEMO DEMO	9						

✓ indicates the item has been submitted or completed

Welcome to the Bishop Manogue Catholic High School's Online Enrollment page. This page will take you through our enrollment process. Please see below for step-by-step instructions:

1. Click on the **Review Profile** button and review your profile information. If any changes are needed, please correct 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 appropriate fields. Click the Submit Contract button on the bottom of the agreement to send your completed agreement to the school.
3. Make your **Registration Fee Payment**. You may use a credit or debit card, or check routing number.
4. Click on the **Additional Forms** button to view and print the following additional forms, if applicable:
 - **Parish Discount Form.** If seeking a Catholic 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.
 - **Parent Service Hours Information Sheet.** Please review our policy on Parent Service Hours.

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.