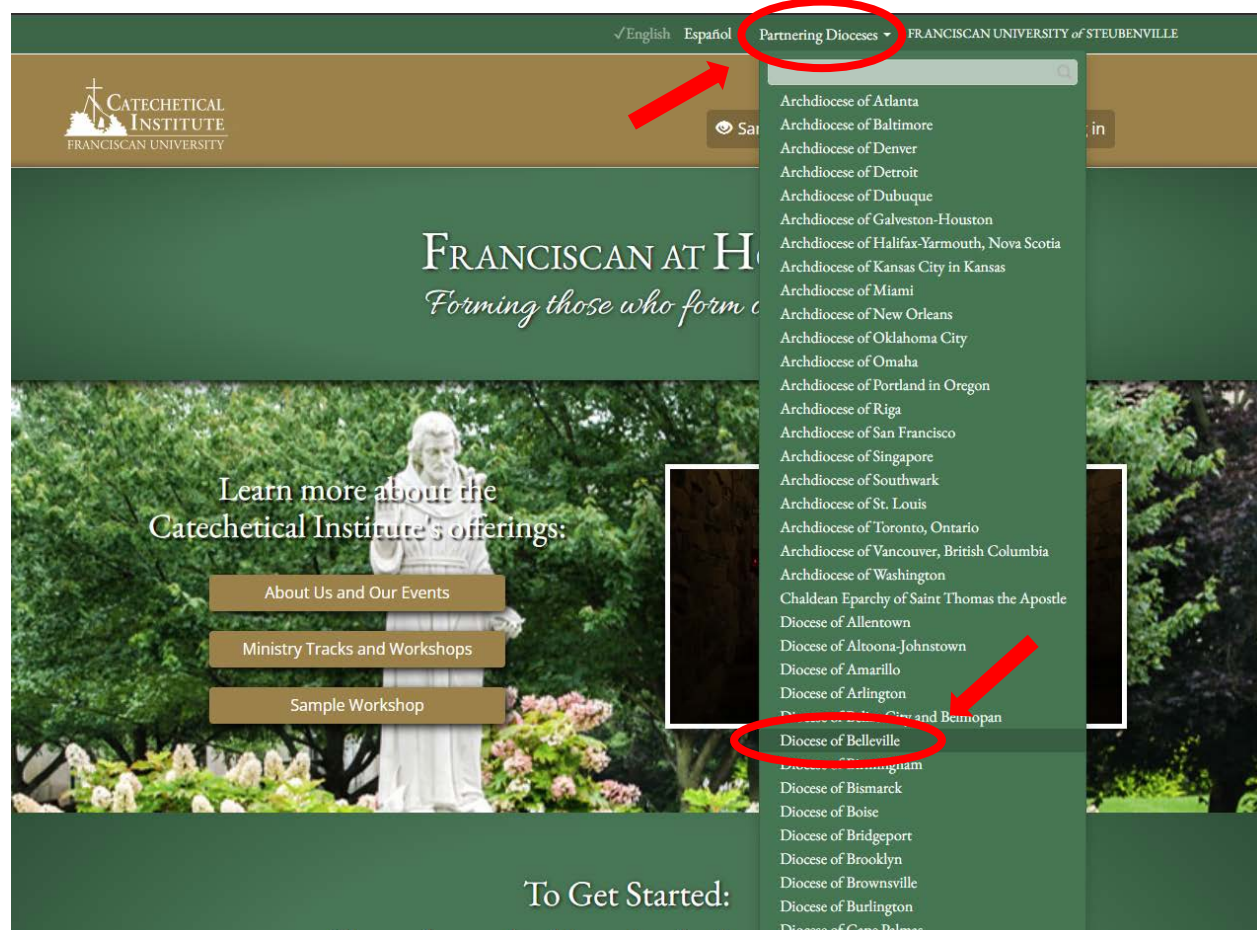


Franciscan at Home

Diocese of Belleville

User Registration Instructions

Step 1: Go to www.franciscanathome.com and click “Partnering Dioceses” at the top right-hand side of the page and select, “Diocese of Belleville.”



User Registration Instructions

Step 2: Click the second blue button which reads, “My parish or school is already registered...”

The screenshot shows the Franciscan at Home website interface. At the top, there is a navigation bar with a home icon, the text "Franciscan at Home", language options for English and Español, a dropdown for Partnering Dioceses, and the text "FRANCISCAN UNIVERSITY of STEUBENVILLE". Below this is a secondary navigation bar with the Catechetical Institute logo and buttons for "Sample Workshop", "Resources", "FAQ", and "Log in". The main header area features the text "FRANCISCAN AT HOME" and the tagline "Forming those who form others". The central content area is titled "Diocese of Belleville" and includes a decorative flourish. Below the title, there is a welcome message and three paragraphs of instructions: one for first-time registrants, one for institutional leaders, and one for those who cannot find their parish or school. The bottom section is divided into two columns. The left column is titled "Learning Tracks" and contains the text "Coming Soon". The right column is titled "Register Online" and contains three blue buttons. The top button says "View all institutions within this diocese with an active subscription." The middle button, which is circled in red, says "My parish or school is already registered, and I would like to set up my individual free account under that institution". The bottom button says "I am a representative of a parish or a school, and I would like to register my institution".

Franciscan at Home

Diocese of Belleville

User Registration Instructions

Step 3: Click “Create a new account.”

Franciscan at Home

English Español Partnering Dioceses FRANCISCAN UNIVERSITY of STEUBENVILLE

CATECHETICAL INSTITUTE FRANCISCAN UNIVERSITY

Sample Workshop Resources FAQ Log in

FRANCISCAN AT HOME
Forming those who form others

Welcome to Franciscan at Home!

Please login or create an account to continue.

Please login below or create a new account.

E-mail *

Enter your e-mail address.

Password *

Enter the password that accompanies your e-mail.

Log in

User Registration Instructions

Step 4: Begin filling out the form.

The screenshot shows the 'User account' registration page. At the top, there is a navigation bar with 'Franciscan at Home', language options for 'English' and 'Español', a 'Partnering Dioceses' dropdown, and 'FRANCISCAN UNIVERSITY of STEUBENVILLE'. Below this is a header with the 'Catechetical Institute' logo and buttons for 'Sample Workshop', 'Resources', 'FAQ', and 'Log in'. The main heading is 'FRANCISCAN AT HOME' with the tagline 'Forming those who form others'. The 'User account' section includes buttons for 'Create new account', 'Log in', and 'Request new password'. The registration form has fields for 'Full name *', 'E-mail *', 'Password *', and 'Confirm password *'. A note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' A red dashed box highlights the password fields with the text: 'As with everything else please save this password somewhere. It can be reset if lost, but that is done through the website, not the Diocese of Belleville.' A footer note says: 'Provide a password for the new account in both fields.'

Continue filling out the entire page and submit the form at the end by clicking the “Create New Account” button at the bottom of the form.

Franciscan at Home

Diocese of Belleville

User Registration Instructions

Step 4 cont.

Locale settings

Time zone

Central Time (America/Chicago) ▾

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Profile

Photo

Choose File No file chosen Upload

Please provide a photo of yourself. This makes your interaction with others more personable.
[More information](#)

What is the best phone number for us to reach you at?

Phone Number *	Type *
(555) 555-5555	<input checked="" type="radio"/> Mobile
<small>If outside of the United States, please include the country code. For example: +44 20 7123 4567</small>	<input type="radio"/> Home
	<input type="radio"/> Office

If you do not wish to share your personal phone number, please use your parish/school office number.

Mailing Address

Country	United States ▾				
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				
City	<input type="text"/>	State	- None - ▾	ZIP code	<input type="text"/>

If you do not wish to share your personal address, please use your parish/school address.

Franciscan at Home

User Registration Instructions

Step 4 cont.

Diocese
- None - ▾

If you don't see your diocese in the list, please type it here.

Gender *
 Male
 Female

Title *
- Select a value - ▾

Year of Birth *

e.g. 1970

Ethnicity / Race
- None - ▾

What parish do you attend?

Parish Name *

For example: St. Mary Parish

Location

Country *
United States ▾

City *

State *
- Select - ▾

Current ministry roles (if any)

Years of Experience in Ministry *

If you do not have any experience, please enter 0.

Education level attained to date
 High School Bachelors Degree Masters Degree Doctoral Degree

Have you attended any Franciscan University conferences in the past? *
 No
 Yes

If yes, which ones?

Would you be interested in receiving information about our online (for-credit) degree programs? *
 No
 Yes

How did you hear about these online formation courses?
- None - ▾

[Create new account](#)

This field does not appear to be required, but please complete it anyway.

This is not the field where you will officially link with an institution (parish or school). That is on the next page. Nevertheless, still try to input accurate information.

User Registration Instructions

Step 5: Select your institution (parish or school)

IMPORTANT NOTE: Every institution (parish and school) in our diocese should be signed up. If for some reason you do not see your parish or school on the list, **DO NOT** click “I would like to register my institution...” Instead, let your parish or school leader(s) know (e.g. Pastor, DRE, Principal, etc.) so they can address the issue or register the parish or school.

The screenshot shows the Franciscan at Home registration interface. At the top, there is a navigation bar with 'Franciscan at Home', language options (English, Español), 'Partnering Dioceses', and 'FRANCISCAN UNIVERSITY of STEUBENVILLE'. Below this is a header with the 'CATECHETICAL INSTITUTE' logo and navigation buttons for 'My Dashboard', 'Resources', 'FAQ', and 'Log out'. The main heading reads 'FRANCISCAN AT HOME Forming those who form others'. The section is titled 'Sign Up for Free through Your Institution'. A green notification box states: 'Further instructions have been sent to your e-mail address.' Below this is a form titled 'Diocese and Institution' with instructions: 'Please select your country, diocese, then your institution. Only institutions with an active institution subscription with Franciscan at Home will appear here. If your country or diocese does not appear, please contact us.' The form has three dropdown menus: 'Country *' (United States), 'Diocese *' (Diocese of Belleville), and 'Institution *' (- Select -). A red dashed box highlights the 'Institution' dropdown with the text: 'This is where you will select your parish or school with which to affiliate/register. Pay close attention to the parish/school name and city. If you pick the wrong one, your administrator will not be able to see your registration.' Below the form, there is a link: 'Can't find your institution in the above list?'. Two options are listed: 'I would like to register my institution, parish, school, or apostolate for \$300/year' and 'I would like to learn about the Catechetical Institute's individual subscription options'. A red dashed box with an arrow points to these links with the text: 'Do NOT click these buttons!'.

Franciscan at Home

Diocese of Belleville

User Registration Instructions

You are done registering!

The screenshot displays the Franciscan at Home user dashboard. At the top, the navigation bar includes the Franciscan at Home logo, language options (English, Español), Partnering Dioceses, and the Franciscan University of Steubenville. A user is logged in, with their name highlighted in a red dashed box. The dashboard features a green header with the text "FRANCISCAN AT HOME Forming those who form others". Below this, a message states: "You have successfully received a free subscription to Franciscan at Home through your institution. Here, on your Dashboard, you can view available learning tracks and individual workshops." A navigation menu includes Dashboard, Edit My Account, My Subscriptions, Stored cards, and Order history. A section titled "START LEARNING..." contains two columns: "FRANCISCAN TRACKS" and "WORKSHOPS". The "FRANCISCAN TRACKS" column lists various tracks such as Catechist (CT) Track, Catechumenal Ministry (RCIA) Track, Catholic Schools (CS) Track, and others. The "WORKSHOPS" column provides search filters for Title and Presenter, a Language dropdown, and an Apply button. Below the search filters, a list of workshops is shown, including "A Foundational Vision: The Community of the Family" and "A Foundational Vision: The Role of the Salty". A "next" button is visible at the bottom of the workshop list. At the bottom of the dashboard, there is a link for "WORKSHOPS STARTED ON FRANCISCAN AT HOME".

User Registration Instructions

Begin working on one of the tracks!

Below is a **list of the tracks** that are currently available with short summaries. Anyone may use any of the tracks, but everyone is encouraged to find which one applies most directly to their ministry/role and engage that one first. You may use more than one at a time.

1. **Catechist (CT) Track** – (Parish catechists, etc.)
2. **Catechumenal Ministry (RCIA) Track** – (RCIA catechists)
3. **Catholic Schools (CS) Track** – (Catholic School Teachers and employees)
4. **Español: Certificación Básica Para Catequistas** – (Basic catechetical certification)
5. **Español: Especializaciones Ministeriales** – (Specialized ministries)
6. **Eucharistic Renewal (ER) Track** – (Anyone who wants to grow in their understanding and devotion to Jesus in the Holy Eucharist)
7. **Familia y Fe Hispana** – (Hispanic Faith and Family Track)
8. **First Proclamation and Evangelization (FPE) Track** – (Anyone who wants to grow in their understanding of and skill in evangelization)
9. **Forming Faith at Home (FFH) Track** – (For parents who want to make the Catholic Faith a more active part of their family life)
10. **Four Pillars of the Catechism (FPC) Track** – (A thorough overview of the Catholic Faith based on the Catechism of the Catholic Church)
11. **Mentor Formation (MF) Track** – (For those who are discipling others)
12. **Ministry of Parenting (MP) Track** – (Formation for parents in their vocation as primary evangelists and formation of their children)
13. **Parish Catechetical Leader (PCL) Track** – (For DREs/CREs, etc.)
14. **Pastoral Accompaniment (PA) Track** – (For anyone who serves in any kind of ministry of accompaniment)
15. **Young Adults (YA) Track** – (For young adults, those who work with them, and campus ministers)
16. **Youth Ministry (YM) Track** – (For those who serve in youth ministry)

*New tracks and workshops are in development and being released regularly.