New Student Application and Enrollment Instructions

- 1. Go to StMarylc.org > Hover over Admissions > Click on Admissions Process
- 2. Click on New Student Online Application

3. Click create account and complete the information requested. (You only need to create one account per family. You will be able to apply for multiple students under the same account login.)

Once your account is created you will receive an e-mail with a link to complete the application.

Once the Application process is complete you will receive and e-mail with a link to start your student's enrollment or you can follow the instructions below.

- 4. Click the FACTS logo (looks like a graduation hat).
- 5. Log in with your username and password
- 6/7. Click Apply/Enroll and click Enrollment
- 8. Click "Click here to open Enrollment"







Applications and Enrollment will need to be completed for each student.

If you have more than one new student:

- Complete the application and enrollment process for one student.
- You will the be able to add any other students to your existing Family Portal account using the "create new student" link.