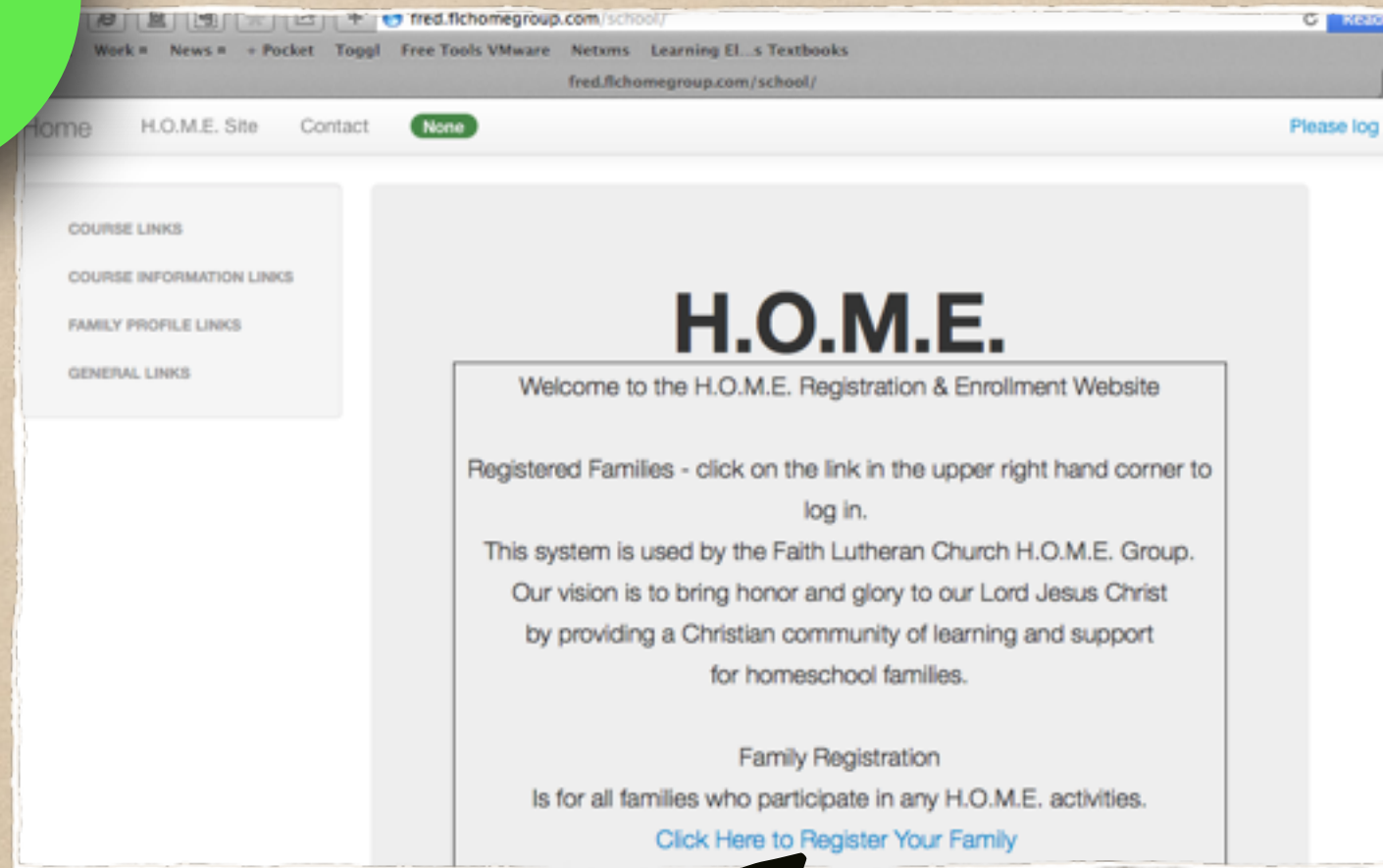


Open a browser and go to  
<http://fred.flchomegroup.com>

1



2

Click here



3

Fill out the form.

fred.fichomegroup.com/school/NewFamilyForm

Work News Pocket Toggl Free Tools VMware Netxms Learning EL...s Textbooks

Form

Home H.O.M.E. Site Contact None Please log in

COURSE LINKS

COURSE INFORMATION LINKS

FAMILY PROFILE LINKS

GENERAL LINKS

Use this page to add your family information.  
You will not be able to log into the site until the site administrator approves this request.  
You will then receive an email stating that your account has been activated.

First name:

Last name:

Password:

Address1:

Address2:

City:

This page states that you will not be able to log in until you are activated.  
You cannot log in until your account has been activated.



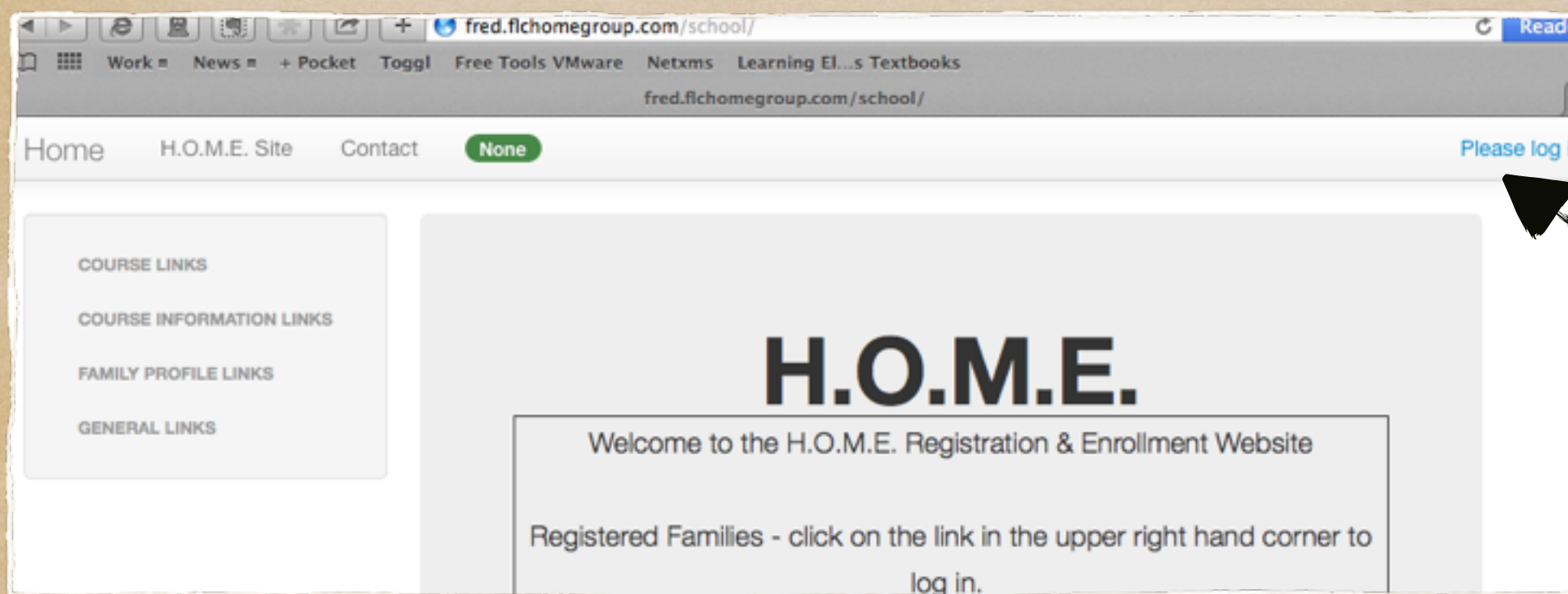
4

Once you click the SUBMIT button in the previous step,  
you will be shown your user id.

Together with the password that you used in the  
previous step, you can now log into the application.  
REMEMBER! An admin must activate your account first.

Your family information has been added. Once you receive an email from the administrator, you will be able to log into the site.  
Your username is: Bob.Smith  
Your password is set.

5



Click here



6

Once you log in, you will be asked to select a semester. It doesn't matter which one you select at this point.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains three sections of links: 'COURSE LINKS' with 'None' (highlighted in green) and a pencil icon, 'Enroll My Family', 'Family Schedule', 'My Class Information', and 'All Classes Information'; 'COURSE INFORMATION LINKS' with 'My Course Catalog' and 'Entire Course Catalog'; and 'FAMILY PROFILE LINKS' with 'Family Member Profile', 'Student Profile', and 'Add a Child'. The main content area has a light blue header box with the text: 'Select the semester that you are interested in. It filters out all other semesters. This is very useful when enrolling your children in their courses.' Below this is a dropdown menu labeled 'Semester\*' with 'Fall 2013' selected. The dropdown is circled in red. Below the dropdown is a button labeled 'Set the semester filter'.

**COURSE LINKS**

**None** ✎

[Enroll My Family](#)

[Family Schedule](#)

[My Class Information](#)

[All Classes Information](#)

**COURSE INFORMATION LINKS**

[My Course Catalog](#)

[Entire Course Catalog](#)

**FAMILY PROFILE LINKS**

[Family Member Profile](#)

[Student Profile](#)

[Add a Child](#)

**GENERAL LINKS**

Select the semester that you are interested in.  
It filters out all other semesters.  
This is very useful when enrolling your children in their courses.

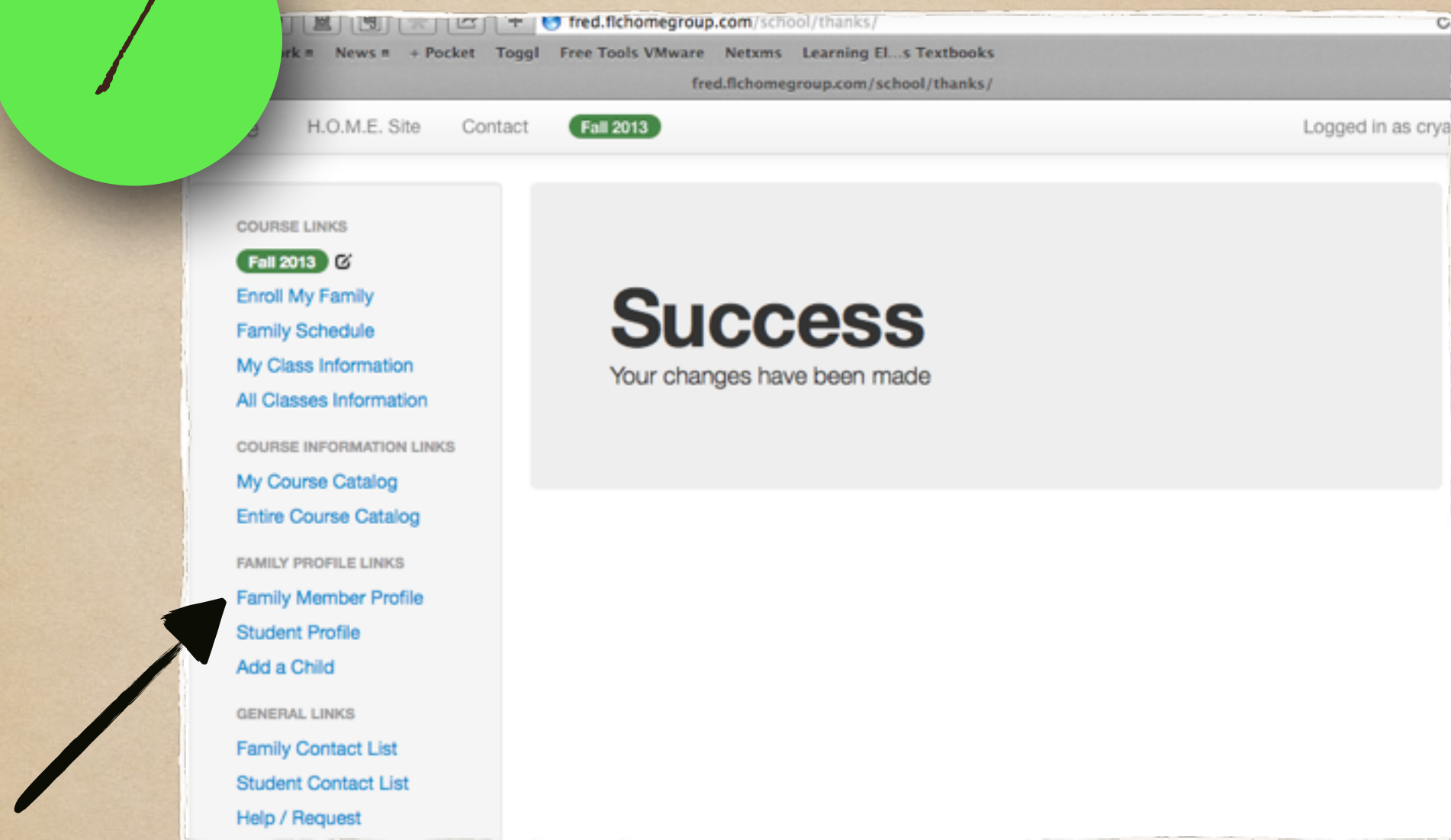
Semester\*

Fall 2013

Set the semester filter



7



Click here to modify your family profile.



8

Fill in any missing information.

April 2013 Logged in as

First Name Smith, Bob

Address 1 123 Main St.

Address 2

City Chicago

State IL Zip 48038

Email aaa@aaa.com

Phone number 1231231234

Cell phone number

Emergency Contact

Emergency Phone

Emergency Notes

The following lists each member of your family.  
If the address is the same as your household (shown above) you can leave these fields blank.  
This provides you an opportunity to set an address or other information for your child that is different than your household.

First Bob Middle Last Smith

Address 1

Address 2

City

State Zip

Email aaa@aaa.com

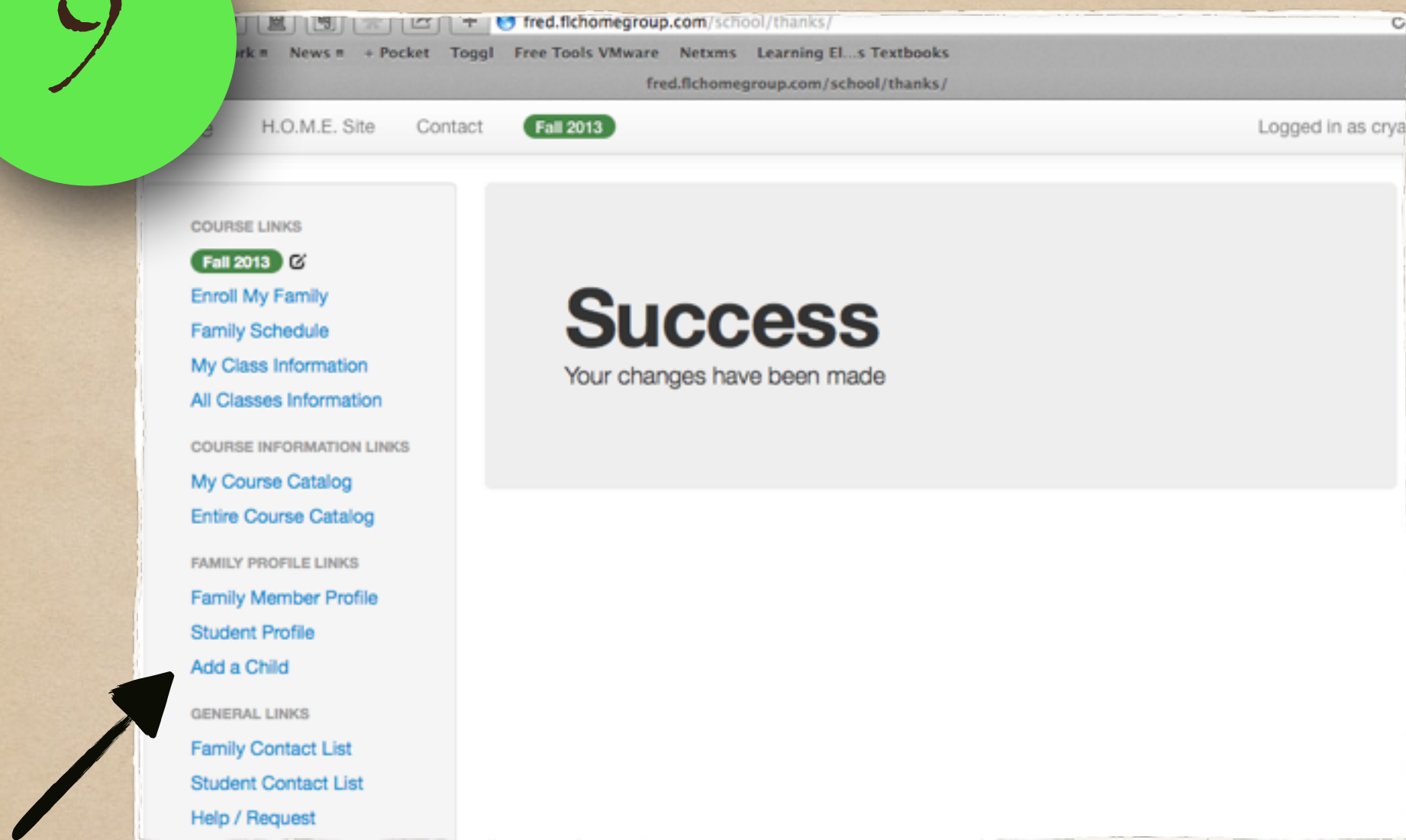
Phone number

Cell phone number

You will notice that there are two sections to this form.  
The first section contains information about your entire family.  
The second section contains information about each family member.  
Currently, there is only one family member in your family (you).  
**You can leave the fields blank in each family member record if the information is the same as what is shown in the family record.**



9



Click here to add your child as a student.



10

Fill in the information.

Use this page to add a family member.

They will automatically be configured as a student.

**You will want to click on the [Student Profile](#) link after you add this child and update the birthdate and grade**  
If they need to be configured as a teacher or assistant, please contact the admin.

First name

Emily



Last name

Smith

Main phone number

Cell phone number

Gender\*

Female



Next Page



11

# Fill out the remaining information.

Use this page to update your student information.  
If the emergency information is the same as your household you can leave these fields blank.  
This provides you an opportunity to set an emergency contact and other information child that is different than your household.

Emily Smith (Smith.Bob)

Grade  Birth date

Allergies

Notes

Emergency Contact

Emergency Phone

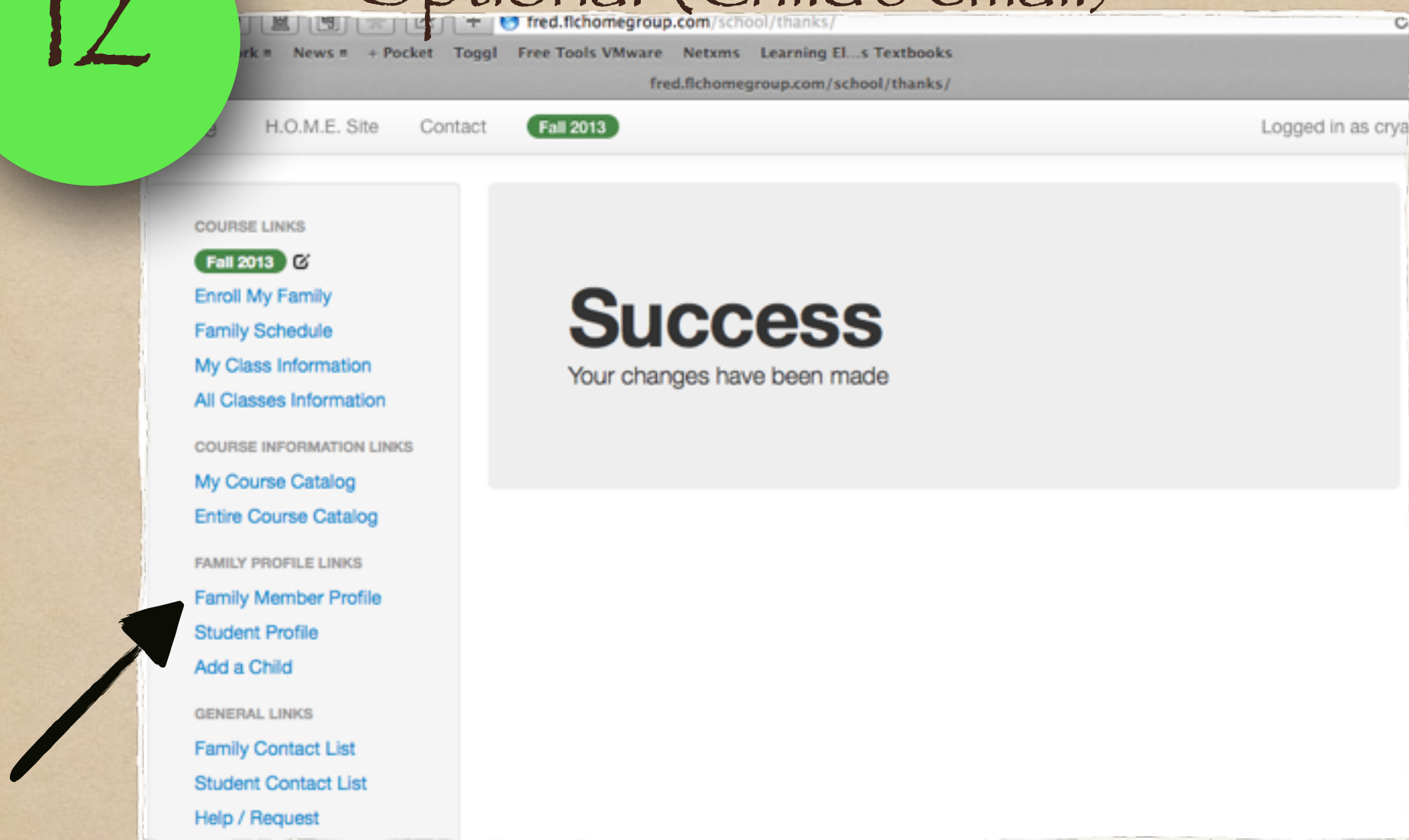
Emergency Notes

If the Emergency Contact information is the same as what you filled out for the entire family, then you can leave these fields blank.



12

Optional (Child's email)

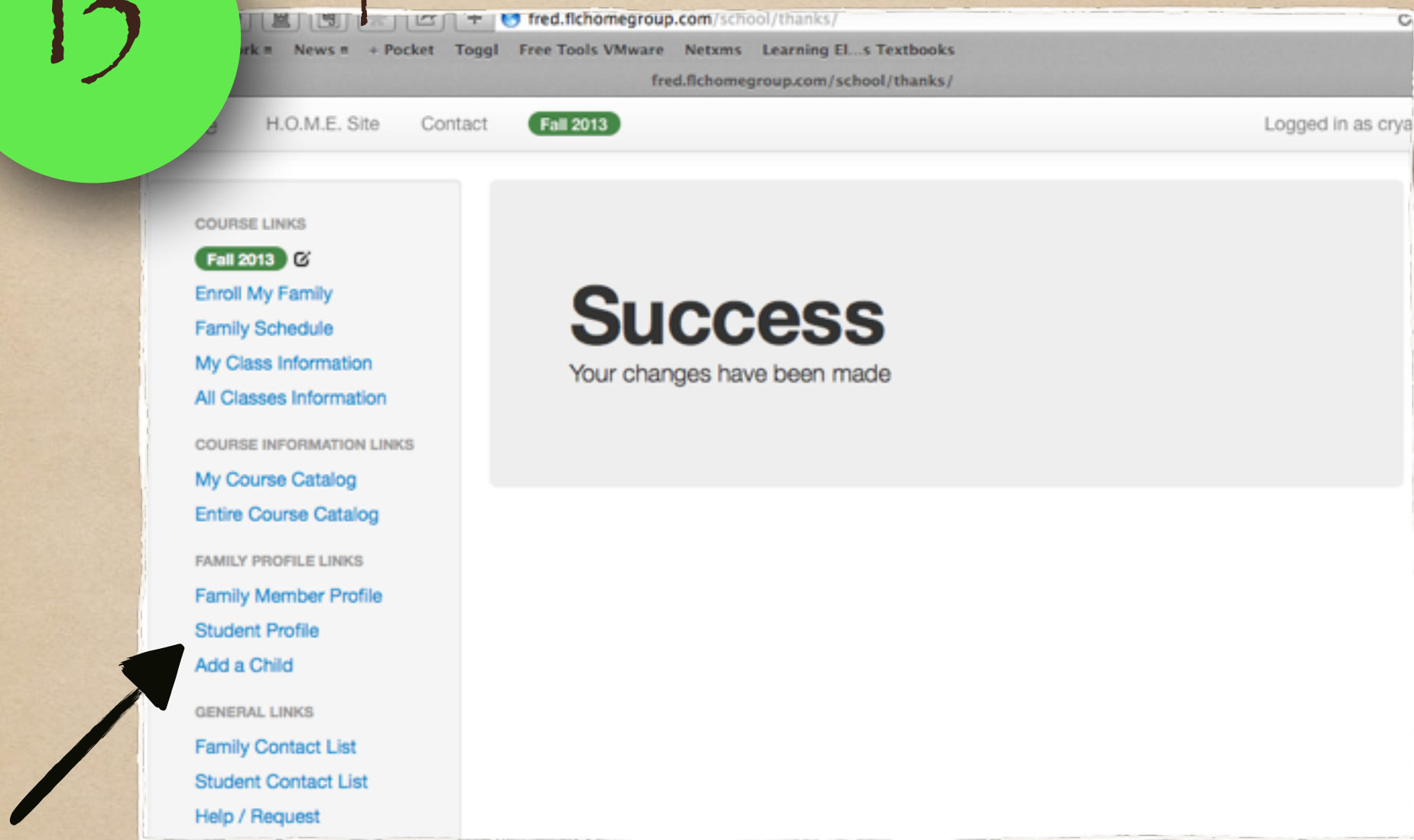


Click here to change any family member information  
(Child's email address is set here)



13

## Optional (Student information)



Click here to change the grade, allergy, and other information for your students (your children).