



User Manual – Admin Portal

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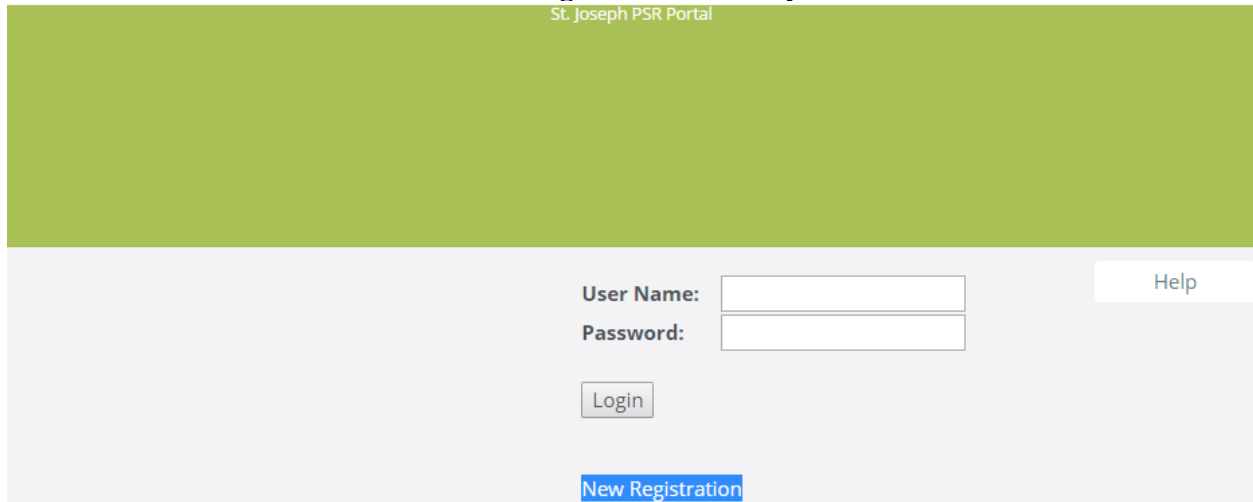
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Family Portal

Set Up Registration for Family Portal

- This will allow an individual to register their family for a PSR account



The screenshot shows the St. Joseph PSR Portal interface. At the top, there is a green header bar with the text "St. Joseph PSR Portal" in the center. Below the header, the main content area has a light gray background. On the right side, there is a "Help" button. In the center, there are two input fields: "User Name:" and "Password:". Below these fields is a "Login" button. At the bottom, there is a "New Registration" button.

St. Joseph PSR Portal

Help

User Name:

Password:

Login

New Registration

- The user will now fill out the registration form with all relevant information

St. Joseph PSR Portal

New Registration

Help

Email Address:	<input type="text" value="e.g. user@email.com"/>
Password:	<input type="password"/>
Check Password:	<input type="password"/>

Last Name:	<input type="text" value="e.g. Smith"/>
First Name:	<input type="text" value="e.g. John"/>
Relationship to Student:	<input type="text" value=""/>
Address 1:	<input type="text" value="e.g. 123 Main St"/>
Address 2:	<input type="text" value="e.g. Apt. C"/>
City:	<input type="text" value="e.g. St. Louis"/>
State:	<input type="text" value="e.g. MO"/>
Zip Code:	<input type="text" value="e.g. 63101"/>
Primary Phone Number:	<input type="text" value="e.g. 3145551212"/>
Primary Phone Type:	<input type="text" value=""/>
Secondary Phone Number:	<input type="text" value="e.g. 3145551212"/>
Secondary Phone Type:	<input type="text" value=""/>

- Registration Form Continued

Emergency Contact Information

Last Name:	<input type="text" value="e.g. Jones"/>
First Name:	<input type="text" value="e.g. Suzy"/>
Primary Phone Number:	<input type="text" value="e.g. 3145551212"/>
Primary Phone Type:	<input type="text" value="▼"/>
Secondary Phone Number:	<input type="text" value="e.g. 3145551212"/>
Secondary Phone Type:	<input type="text" value="▼"/>

Medical Information

Physician's Last Name:	<input type="text" value="e.g. Ross"/>
Physician's First Name:	<input type="text" value="e.g. Alex"/>
Physician's Phone Number:	<input type="text" value="e.g. 3145551212"/>
Medical Consent:	<input type="checkbox"/>

Registered Parishioners:	<input type="checkbox"/>
Child(ren) Live With:	<input type="text" value="▼"/>
Children may not be released to:	<input type="text" value="e.g. John Doe, Jane Doe"/>
Permission for Media Use:	<input type="text" value="▼"/>

- Once the registration form has been completed, read and checkmark both boxes to agree to the Catholic witness agreement & Safe Touch Agreement and click the “Add New Family” Button

Catholic Witness Statement

Archdiocese of Saint Louis Witness Statement For those seeking to enroll their children in a Catholic Parish School of Religion. One of the supreme gifts of humanity is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values. In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized: You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord. No wonder then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families. Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I will: Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation. To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings. Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family. Commit to speak more with my children about God and to include prayer in our daily home life. Participate in and cooperate with Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparations. Support the moral and social teachings of the Catholic Church to ensure consistency between home and school. Teach my children by word and example to have love and concern for the needs of others. Meet my financial responsibilities in supporting St. Joseph Parish School of Religion. Please check the box provided to “sign” the Catholic Witness Statement and state that you understand your responsibility as a PSR parent and the goals of the PSR program.

Catholic Witness Agreement: ☐

Safe Touch Statement

Safe Touch Curriculum As a caring Catholic Community, and as part of our ongoing commitment to provide a safe and healthy environment for our children, the Archdiocese Child and Safety Committee has developed a school based curriculum for grades K-8 that contains practical and helpful information to help children protect themselves from the dangers that exist today. The objective of the curriculum, entitled Safe Touch, is to teach children self protection skills. Children learn body safety rules in an age appropriate and non-threatening manner. This curriculum will be presented by a trained leader in our parish. It will take ½ of the class period. The Safe Touch curriculum approaches safety issues in a respectful manner, connecting our Catholic Values with information to keep our children safe. Please do not hesitate to contact me if you have any questions or concerns regarding this important piece of your child's education. You may come into the school office during PSR class time any time before the dates we present to preview the material. If for whatever reason you prefer your child not hear the presentation, you have the option of opting out from the program. Please come to the office and get a form to sign for opting out. We can provide you with the materials to discuss with your child at home.

Safe Touch Agreement: ☐

Add New Family

- You are now officially a registered user with the PSR Database. You now can add an additional parent, and add students to a registered account.

St. Joseph PSR Portal

Family Payments

Help

Parent or Guardian

Name	Phone #	Phone Type	Email	Relationship
Johnson, Joe	(314) 494-870	Mobile	lakeview@yahoo.com	Father

Add Parent

Students

Student Name	Grade Level	Session	Teacher
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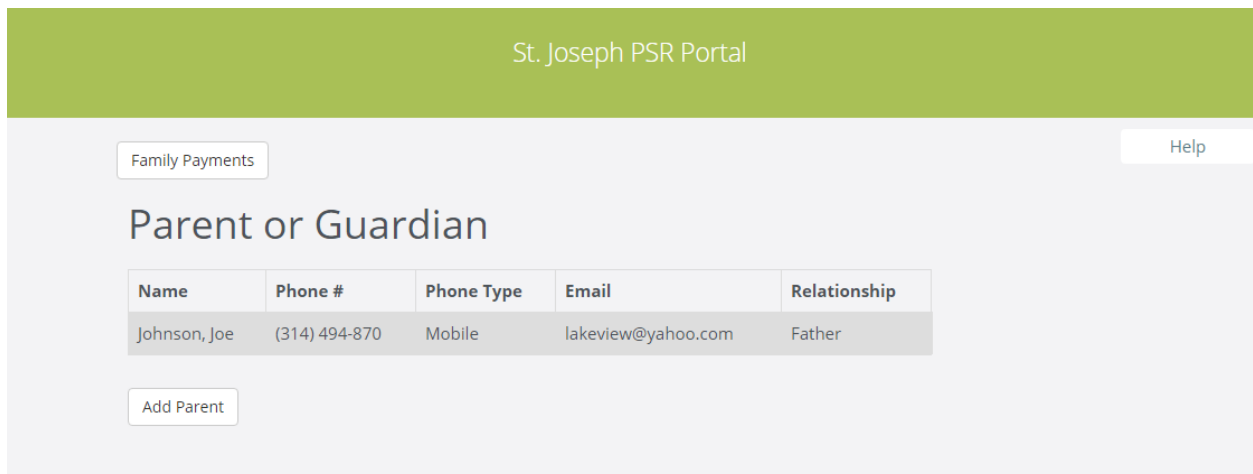
Add Student

2017 - 2018 Registration

Student Name	Entering Grade	Preferred Session	Register?
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Adding a Parent

- Click the “Add Parent” Button

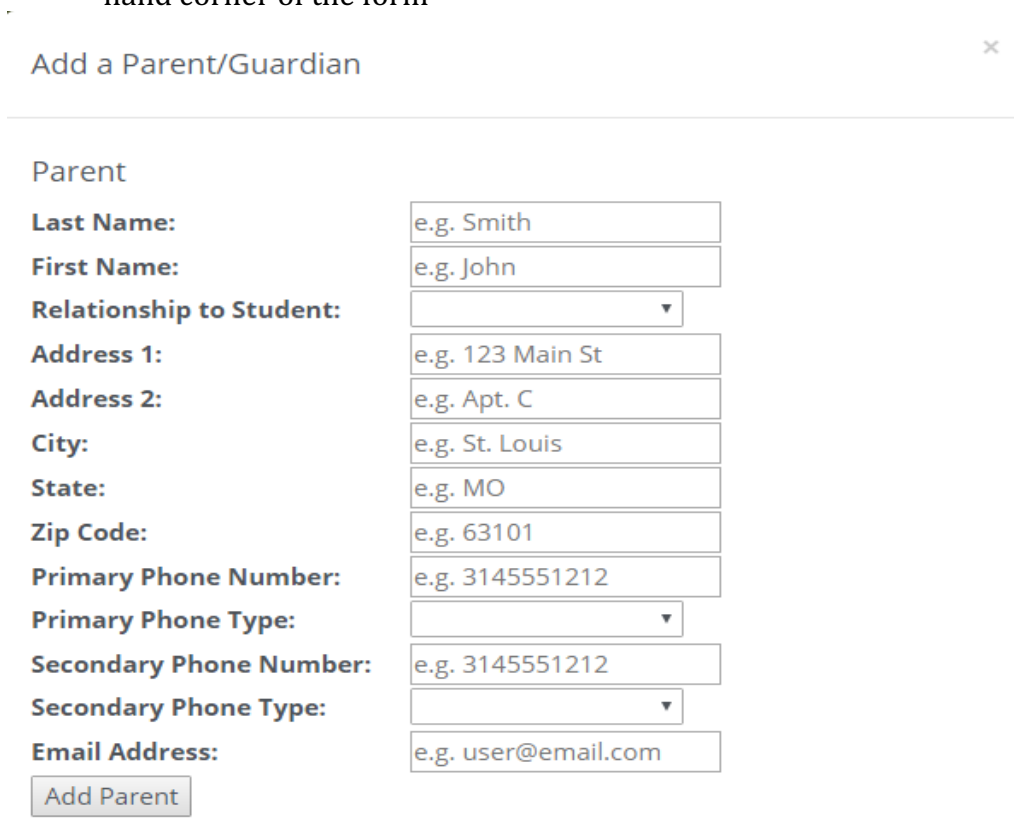


The screenshot shows the 'St. Joseph PSR Portal' interface. At the top is a green header with the text 'St. Joseph PSR Portal'. Below the header, there are two buttons: 'Family Payments' on the left and 'Help' on the right. The main heading is 'Parent or Guardian'. Below this heading is a table with the following data:

Name	Phone #	Phone Type	Email	Relationship
Johnson, Joe	(314) 494-870	Mobile	lakeview@yahoo.com	Father

Below the table is an 'Add Parent' button.

- Filled Out the required fields and click the “Add Parent” Button at the bottom left hand corner of the form



The screenshot shows the 'Add a Parent/Guardian' form. The title 'Add a Parent/Guardian' is at the top right with a close button (X). The form is titled 'Parent' and contains the following fields:

- Last Name:** e.g. Smith
- First Name:** e.g. John
- Relationship to Student:** (dropdown menu)
- Address 1:** e.g. 123 Main St
- Address 2:** e.g. Apt. C
- City:** e.g. St. Louis
- State:** e.g. MO
- Zip Code:** e.g. 63101
- Primary Phone Number:** e.g. 3145551212
- Primary Phone Type:** (dropdown menu)
- Secondary Phone Number:** e.g. 3145551212
- Secondary Phone Type:** (dropdown menu)
- Email Address:** e.g. user@email.com

At the bottom left is an 'Add Parent' button.

- You have successfully added a new parent

Family Payments Help

Parent or Guardian

Name	Phone #	Phone Type	Email	Relationship
Johnson, Joe	(314) 494-870	Mobile	lakeview@yahoo.com	Father
Johnson, Judy	(314) 585-2266	Mobile	jjohnson@yahoo.com	Mother

Add Parent

Adding a Student

- Click the “Add Student Button”

Students

Student Name	Grade Level	Session	Teacher
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Add Student

- Fill out all relevant information of the student form and click the “Save” Button

Add a Student



Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text" value="John"/>
Middle Name:	<input type="text"/>
Gender:	<input type="text" value=""/>
Birth Date:	<input type="text" value="0000-00-00"/>
Baptism:	<input type="checkbox"/>
Baptism Date:	<input type="text" value="0000-00-00"/>
Church of Baptism:	<input type="text"/>
First Communion:	<input type="checkbox"/>
First Communion Date:	<input type="text" value="0000-00-00"/>
Church of First Communion:	<input type="text"/>
Education Assistance:	<input type="checkbox"/>
Education Assistance Notes:	<input type="text" value="Any condition or accommodation"/>
Allergy Check:	<input type="checkbox"/>
Allergy Notes:	<input type="text" value="Peanuts, latex, seasonal, medication"/>

Registration Information

Registration Year:	<input type="text" value=""/>
Preferred Session:	<input type="text" value=""/>
Grade Level Entering:	<input type="text" value=""/>

- You should now be able to see you newly created student

Students

Student Name	Grade Level	Session	Teacher
Johnson, Jane	6th		

Add Student

Register Student for Preferred Session

- During open enrollment for the upcoming school year, an additional registration menu will be seen on the family view. Select grade level student will be entering and preferred session and click the “Register” button

2017 - 2018 Registration

Student Name	Entering Grade	Preferred Session	Register?
Johnson , Lee	5th ▼	Wed. 6:45 - 8:00pm ▼	Register
Johnson, Jane	7th ▼	Wed. 5:00 - 6:15pm ▼	Register

View Payment History

- Click the “Family Payments” Button at top let hand corner of screen

Family Payments

Parent or Guardian

Name	Phone #	Phone Type	Email	Relationship
Johnson, Joe	(314) 494-870	Mobile	lakeview@yahoo.com	Father
Johnson, Judy	(314) 585-2266	Mobile	jjohnson@yahoo.com	Mother

Add Parent

Students

Student Name	Grade Level	Session	Teacher
Johnson, Jane	6th		

Add Student

2017 - 2018 Registration

Student Name	Entering Grade	Preferred Session	Register?
Johnson , Lee	5th ▾	▾	Register
Johnson, Jane	7th ▾	Wed. 5:00 - 6:15pm ▾	Register

- You now can view the payment history associated with the account

Payments ×

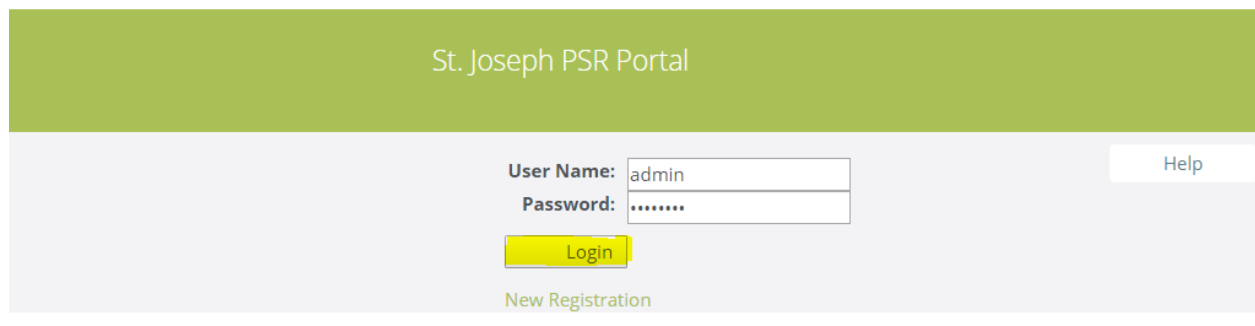
	Charges	Payments	Balance
Total	\$0.00	\$0.00	\$0.00

School Year	Description	Type	Amount
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Administrative Portal

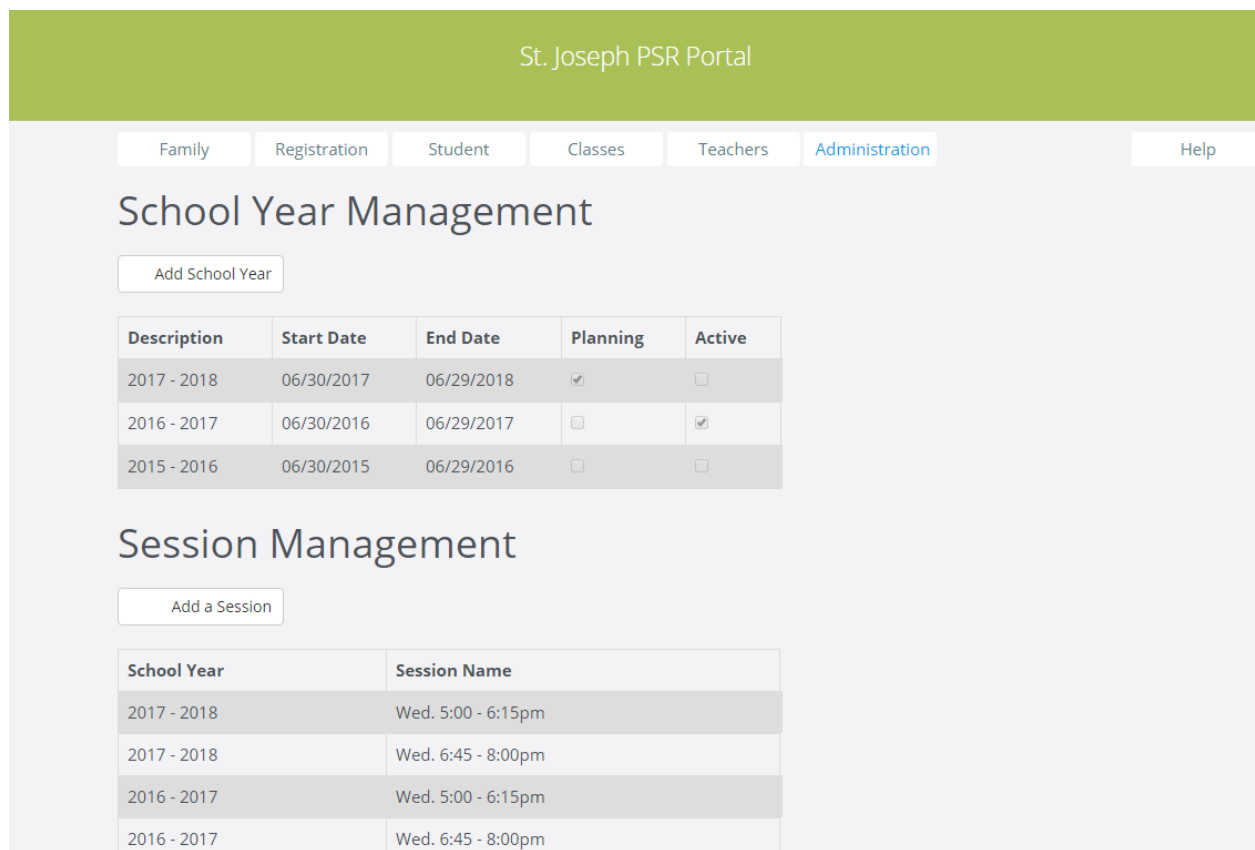
Signing In To Administration Portal

- Enter the administrative username and password and click the “log in” button



The login screen for the St. Joseph PSR Portal. It features a green header with the text "St. Joseph PSR Portal". Below the header, there is a light gray background with a "User Name:" field containing "admin" and a "Password:" field with masked characters ".....". A yellow "Login" button is positioned below the password field. To the right of the login fields is a "Help" link. Below the "Login" button is a link for "New Registration".

- You are now logged into the administrative portal and have the ability to edit Family, Registration, Student, Class, & Teacher Information into the PSR database



The Administration page of the St. Joseph PSR Portal. It features a green header with the text "St. Joseph PSR Portal". Below the header, there is a navigation bar with tabs for "Family", "Registration", "Student", "Classes", "Teachers", and "Administration" (which is highlighted). A "Help" link is located to the right of the navigation bar. The main content area is titled "School Year Management" and includes an "Add School Year" button. Below this is a table with the following data:

Description	Start Date	End Date	Planning	Active
2017 - 2018	06/30/2017	06/29/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2016 - 2017	06/30/2016	06/29/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2015 - 2016	06/30/2015	06/29/2016	<input type="checkbox"/>	<input type="checkbox"/>

Below the table is a section titled "Session Management" with an "Add a Session" button. Below this is a table with the following data:

School Year	Session Name
2017 - 2018	Wed. 5:00 - 6:15pm
2017 - 2018	Wed. 6:45 - 8:00pm
2016 - 2017	Wed. 5:00 - 6:15pm
2016 - 2017	Wed. 6:45 - 8:00pm

Add a School Year

- Click “Add School Year” Button

School Year Management

Add School Year

Description	Start Date	End Date	Planning	Active
2017 - 2018	06/30/2017	06/29/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2016 - 2017	06/30/2016	06/29/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2015 - 2016	06/30/2015	06/29/2016	<input type="checkbox"/>	<input type="checkbox"/>

- Fill out form and click submit

Add a School Year

School Year Description:

Start Date: 

End Date: 

Submit

**** NOTE:** There should only be one active school year and one planning school year at any given time. Setting a school year as “Planning” opens enrollment for the upcoming school year.

Add Session

- Click “Add a Session” Button

Session Management

Add a Session

School Year	Session Name
2017 - 2018	Wed. 5:00 - 6:15pm
2017 - 2018	Wed. 6:45 - 8:00pm
2016 - 2017	Wed. 5:00 - 6:15pm
2016 - 2017	Wed. 6:45 - 8:00pm
2015 - 2016	Wed. 5:00 - 6:15pm

- Fill out form and click “submit” button

Create Session ×

School Year:

Session Name:

Submit

Add Teacher

- Click “Add Teacher” Button

St. Joseph PSR Portal

FamilyRegistrationStudentClassesTeachersAdministration

Help

Teachers

Add Teacher

Last Name	First Name	Phone #	Email	Active
Savio	Dominic	(314) 799-0001	dsavio@email.com	<input checked="" type="checkbox"/>
Aquinas	Thomas	(314) 799-0010	taquinas@email.com	<input checked="" type="checkbox"/>
Goupil	Rene	(314) 799-0009	rgoupil@email.com	<input checked="" type="checkbox"/>
Diego	Juan	(314) 799-0008	jdiego@email.com	<input checked="" type="checkbox"/>
Neumann	John	(314) 799-0007	jneumann@email.com	<input checked="" type="checkbox"/>
d'Arc	Joan	(314) 799-0006	jdarc@email.com	<input checked="" type="checkbox"/>
Loyola	Ignatius	(314) 799-0005	iloyola@email.com	<input checked="" type="checkbox"/>
Xavier	Francis	(314) 799-0004	fxavier@email.com	<input checked="" type="checkbox"/>
Cabrini	Frances	(314) 799-0003	fcabrini@email.com	<input checked="" type="checkbox"/>
Stein	Edith	(314) 799-0002	estein@email.com	<input checked="" type="checkbox"/>
More	Thomas	(314) 799-0011	tmore@email.com	<input checked="" type="checkbox"/>

- Fill out form and click “Submit Button”

×

Add a Teacher

Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text" value="John"/>
Phone Number 1:	<input type="text" value="3145551212"/>
Phone 1 Type:	<input type="text" value=""/>
Phone Number 2:	<input type="text" value="3145551212"/>
Phone 2 Type:	<input type="text" value=""/>
Email:	<input type="text" value="joseph@gmail.com"/>
Protecting God's Children:	<input type="checkbox"/>
Is a Parent:	<input type="checkbox"/>

Add Class

- Click Add Class Button

St. Joseph PSR Portal

Family Registration Student **Classes** Teachers Administration

Help

Classes

Add Class

School Year	Session	Grade Level	Teacher
2016 - 2017	Wed. 5:00 - 6:15pm	Kindergarten	Dominic Savio
2016 - 2017	Wed. 5:00 - 6:15pm	1st	Frances Cabrini
2016 - 2017	Wed. 5:00 - 6:15pm	2nd	Thomas Aquinas
2016 - 2017	Wed. 5:00 - 6:15pm	3rd	Joan d'Arc
2016 - 2017	Wed. 5:00 - 6:15pm	4th	Ignatius Loyola
2016 - 2017	Wed. 5:00 - 6:15pm	5th	Edith Stein
2016 - 2017	Wed. 5:00 - 6:15pm	6th	Francis Xavier
2016 - 2017	Wed. 5:00 - 6:15pm	7th	John Neumann
2016 - 2017	Wed. 5:00 - 6:15pm	8th	Thomas More

- Fill out form a click submit button



Add a Class

Session:

**Grade
Level:**

Teacher:

Submit

Update Student Info

- Click on student name

Student

Family

Registration

Classes

Teachers

Administration

Password

Help





Students

Student Name	Grade Level	Session	Teacher
Bruce, Charlotte	6th		
Droege, Connor	8th		
Droege, Ollie	4th		
Droege, Rick	7th		
Johnson, Jane	6th		
Bruce, Rochelle	8th	Wed. 5:00 - 6:15pm	Thomas More
Kate, Earl	3rd	Wed. 5:00 - 6:15pm	Joan d'Arc
Mercer, Lindsey	6th	Wed. 5:00 - 6:15pm	Francis Xavier
Mercer, Trey	4th	Wed. 5:00 - 6:15pm	Ignatius Loyola
Nick, Earl	5th	Wed. 5:00 - 6:15pm	Edith Stein
Scoles, Kate	4th	Wed. 5:00 - 6:15pm	Ignatius Loyola
Scoles, Nick	5th	Wed. 5:00 - 6:15pm	Edith Stein

- Modify Information and Click Save

Update a Student

Student Information

Last Name:	<input type="text" value="Bruce"/>
First Name:	<input type="text" value="Charlotte"/>
Middle Name:	<input type="text" value="Ann"/>
Gender:	<input type="text" value="Female"/>
Birth Date:	<input type="text" value="2005-05-15"/> 
Baptism:	<input checked="" type="checkbox"/>
Baptism Date:	<input type="text" value="2006-11-27"/> 
Church of Baptism:	<input type="text" value="St Joseph"/>
First Communion:	<input checked="" type="checkbox"/>
First Communion Date:	<input type="text" value="2012-04-24"/> 
Church of First Communion:	<input type="text" value="St Joseph"/>
Confirmation:	<input type="checkbox"/>
Confirmation Date:	<input type="text" value="0000-00-00"/> 
Church of Confirmation:	<input type="text"/>
Education Assistance:	<input type="checkbox"/>
Education Assistance Notes:	<input type="text" value="Any condition or accommodation"/>
Allergy Check:	<input type="checkbox"/>
Allergy Notes:	<input type="text" value="Peanuts, latex, seasonal, medication"/>
Active:	<input checked="" type="checkbox"/>

2016 - 2017 Registration Information

Preferred Session:	
2016 - 2017 Grade Level:	<input type="text" value="6th"/>
Assigned Session:	<input type="text"/>
Class:	<input type="text"/>
<input type="button" value="Save"/>	

Register Student for Session

Registration section will only be populated when enrollment is open. Once enrollment closes, please use the student tab to assign students to classes.

- Select session and teacher for selected student and click the “update” button

StudentFamilyRegistrationClassesTeachersAdministration

Password

Registration

Student Name	Grade Level	Preferred Session	Session	Teacher	
Bruce, Charlotte	7th	Wed. 5:00 - 6:15pm	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Droege, Kelly	4th		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Hanes, Gary	8th		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Hanes, Gary	8th		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Holiday, Arya	4th		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Holiday, Bob	2nd		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Johnson, Jane	7th	Wed. 5:00 - 6:15pm	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Johnson, Lee	5th		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>
Jones, Don	1st		<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>

Update Family Account

- Click on family that you wish to modify from family tab

Families

Filter School Year:

Parent	Phone Number	Email	Total Charges	Total Payments	Balance
Bruce, Robert	(314) 210-5148	rjbruce@swbell.net	\$340.00	\$152.00	\$188.00
burns, kara	(314) 981-2204	karaburns@yahoo.com	\$0.00	\$0.00	\$0.00
Droege, Joan	(314) 765-4422	joandroege12@gmail.com	\$700.00	\$126.00	\$574.00
Earl, John	(314) 545-2211	Barbearl@gmail.com	\$300.00	\$0.00	\$300.00
Holiday, John	(555) 867-5309	doc5f@mail.umsl.edu	\$0.00	\$0.00	\$0.00
Johnson, Joe	(314) 494-870	lakeview@yahoo.com	\$0.00	\$0.00	\$0.00
Jones, Johnny	(314) 323-4433	johnnyjones@icloud.com	\$800.00	\$550.00	\$250.00
Mercer, DeAndre	(314) 494-7041	deandremercer@yahoo.com	\$700.00	\$300.00	\$400.00
Scoles, Chris	(314) 808-0378	cdsyc8@mail.umsl.edu	\$900.00	\$250.00	\$650.00

- Click On Family Notes To Add Notes To Account

Family Notes

Family Payments

Parent or Guardian

Name	Phone #	Phone Type	Email	Relationship
Bruce, Robert	(314) 210-5148	Mobile	rjbruce@swbell.net	Father
Bruce, Pamela	(314) 401-7580	Mobile	prbruce@swbell.net	Mother

Add Parent

Students

Student Name	Grade Level	Session	Teacher
Bruce, Charlotte	6th		
Bruce, Rochelle	8th		Thomas More

Add Student

2017 - 2018 Registration

Student Name	Entering Grade	Preferred Session	Register?
Bruce, Charlotte	7th ▼	Wed. 5:00 - 6:15pm ▼	Register
Bruce, Rochelle	▼	▼	Register

- Enter Notes and Click Add to add note or Delete to remove note

Family Notes

Note	Date	
<div></div>		<div>Add</div>
<div>Cute family.</div>	05/08/2017	<div>Delete</div>

- To Add Family Payment Click Family Payments Button

Family Notes

Family Payments

Parent or Guardian

- Enter Required Information and Click “Save”

Payments



Year ID:

Description:

Payment Type:

Payment Amount:

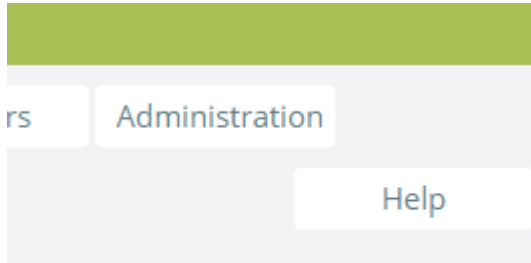
Save

	Charges	Payments	Balance
Total	\$340.00	\$152.00	\$188.00

School Year	Description	Type	Amount	
2017 - 2018	Tuition	Charge	\$140.00	Delete
2016 - 2017	Check 107	Payment	\$27.00	Delete
2016 - 2017	Check 101	Payment	\$125.00	Delete
2016 - 2017	Tuition	Charge	\$200.00	Delete

View Help Topics

- Click “Help” button at top right hand corner



- You are now at the help/support page

