

CREATING YOUR ADMISSIONS PARENT PORTAL ACCOUNT STEPS

Be sure to create an **Admissions Parent Portal Account** to be able to register for Wildcat for a Day shadowing, upload grades, test scores and letters of recommendation. Also, you'll be able to submit your application all in one place!

To get started on creating your Admissions Parent Portal Account, you can either click the link in your email with the subject: *Create your Admissions Parent Portal Account - Saint Ignatius High School* or click this link: https://ignatius.fsenrollment.com/users/sign_in

Step 1 – Read Welcome Message on Parent Portal Login Page

Welcome to Saint Ignatius High School & The
Welsh Academy

Welcome! We are so excited that you have taken the first steps to become part of the brotherhood at Saint Ignatius High School or The Welsh Academy Middle School.

Here you will **create an account** so you can access your son's admissions checklist, upload grades, test scores and letters of recommendations, and even schedule your visit to campus!

Once your account has been created, you will need to fill out the **Student Application Form (one per student)**. Once you submit the student application form, you can log back into the Parent Portal Account to access your son's account.

- **First Time Here?** Please scroll to the bottom and click on "create account". Please enter the same email address you used for your inquiry form. **This is the email we will use to communicate with you during the entire admissions process.** Also, **make sure you check the spelling of your email address before saving.**
- **Returning Users:** Log in manually with your account email and password or with Single Sign-On (SSO) option.

Need a records release form for Saint Ignatius High School or The Welsh Academy Middle School? See below for the form.

- **Records Release form for Saint Ignatius High School**
 - [Saint Ignatius High School form found here](#)

Step 2 – Create an Account

Scroll all the way down to the bottom to “Create an Account” or Sign-in with Google. Whichever is easiest for you.

password

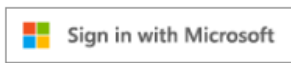
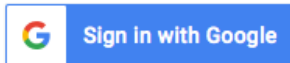
[Show](#)

Remember me

[Forgot your password?](#)

[Resend verification email?](#)

Sign In



or

Create an Account



Step 3 – Create Username and Password

Your username will be your email address, and you can create your own password. Please save it in a safe place. Click Create Account to submit your account.

Create an Account

First name

Last name

Email

Password [Show](#)

Retype Password [Show](#)

Create Account

Step 4 – Confirm your Account

Once you create a Parent Portal Account, please check your email to confirm your account.


You should receive an email from info+ignatius@fsenrollment.com; subject: Confirmation instructions.

Step 5 – Log In with your Email Address and Password

Once you log in to your account, you should see a section labeled “Students” and a message that says “You haven’t added any students yet...”

Click on the green “Begin Admissions Process” to complete your student profile form.

Welcome, Nicole

 Students

You haven't added any students yet. To add a student you can begin the admissions process, or enter your authentication code to access a student who is already in admissions or enrollment.

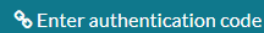
For prospective students who have **not yet**
applied



 Begin admissions process

For newly admitted or returning students
who are **enrolling**



 Enter authentication code

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Step 6 – Fill Out the Student Application Form

This first step is required to gain access to your son’s Admissions Portal. By filling out this application, **you have not officially applied to Saint Ignatius High School**. There are other requirements for admission that will need to be submitted and completed before the January deadline.

Each "Student Application Form" is unique to your son. If you have twins, or triplets you will need to complete a separate form for each student. Yes, this form might look similar to the Inquiry Form but it asks for more information about your son and family.

You do have the option throughout the Student Profile Form (Application) to Save & Finish Later. If you choose this option, please remember, you will need to log back in to finish the form.

[Save & Finish Later](#)[< Previous](#)[Next >](#)

Under Requested School Entry Year and Grade, you'll see an option for transfer students. **If you are a current 8th grader, you are NOT a transfer student.**

Requested School Entry Year and Grade

Applying for Grade *

Requested School Entry Year and Grade

Applying for Grade *

Academic Start Year *

If you are currently attending 9th - 11th grade at another high school, you would be considered a transfer student.

Current 8th graders are NOT considered transfer students.

Are you transferring from another high school? * Yes No

At the bottom of page 2, you will see Second Parent or Guardian in Primary Household. Here is where you can add a second parent or guardian.

Second Parent or Guardian in Primary Household

Is there a second parent or legal guardian in this household? Yes No

Step 7 – Review and Submit

On the last page, before you submit your Student Profile Form, you will be asked “Who is completing this form?” You can select your son or yourself. It doesn't matter to us.

REVIEW ● ● ● ● ● 5



Please review the information below, make any changes you need, and submit the form.

Who is completing this form? *

Please review the entire form to make sure everything is spelled correctly and the information is correct. Then once you review it, click submit.

Step 8 – Return Back to the Parent Portal

After you submit your Student Profile form, you will see a thank you message. To return back to the Parent Portal, you can either click on “Back to Parent Portal” or “My Students”

[My Students](#)[← Back to Parent Portal](#)

Thank you

Thank you for submitting the **Student Profile Form** to Saint Ignatius High School.

Your Parent Portal Account should now reflect your son's profile and admissions checklist. If not, please select "My Students" to see your son's account.

If you have any questions, please contact us!

For Saint Ignatius High School (entering grades 9-12)

- Nicole (Nikki) Galmarini -- Admissions Coordinator
 - 216.651.0222 ext. 4215 or ngalmarini@ignatius.edu
- Michael Palange '06 -- Assistant Director of Admissions
 - 216.651.0222 ext. 4395 or mpalange@ignatius.edu

Step 9 – Add Another Student to your Parent Portal

If you need to add another student to your Parent Portal, under your current son's account, click “Add a new student” in the gray section.

[✔ Continue Admissions Process](#)[🔗 Add a new student - Prospective students who have not yet applied](#)

Step 10 Gain Access to your Son's Admissions Checklist

From the home screen, you should see your student listed once you have completed the Student Profile Form. If you don't see your student, please contact us!

Under your son's name, there is a blue button "Continue Admissions Process". Click to continue to his checklist.

Welcome, Nikki

 Students

Brandon Galmarini Testing

Applying for 9th Grade in 2024-2025

Continue Admissions Process

11 Items left | [View Checklist](#)

Anthony Galmarini Testing

Applying for 9th Grade in 2024-2025

Continue Admissions Process

10 Items left | [View Checklist](#)

Step 11 – Admissions Checklists

If your student currently attends public school, private school, or is homeschooled, once you submit the Student Application Form, you will see the Non-Diocesan Essay questions, which is required as part of your application along with report cards, standardized test scores and teacher recommendations.

From his checklist, you can also register for Wildcat for a Day Shadowing, schedule your Open House visit, and sign up for one of our High School Placement Tests (HSPT).

If your son has an Evaluation Team Report (ETR), Individualized Education Plan (IEP), 504 plan or a Service Plan, you will need to indicate it on the application. Once selected on the application, you will then see a checklist item for you to upload his plan.

If your student currently attends a catholic school within the Cleveland Diocese, you will fill out a separate application through Digital Academy during High School Selection Week in January.