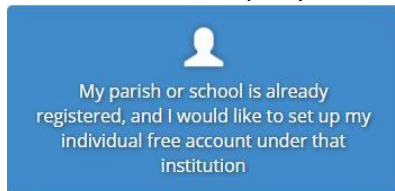


Franciscan at Home Leader registration directions

- Visit the landing page for the diocese of Green Bay - <https://franciscanathome.com/diocese-green-bay>
- Scroll down to where you see the three blue buttons on the right side of the screen, and click on the second button that says “My parish or school is already registered, and I would like to set up my individual free account under that institution”



- You will be brought to the “Welcome to Franciscan at Home” page and will be asked to **login or create an account to continue.**
- Choose “**create a new account**” and it will bring you to the “**User Account**” page.
- Complete all the required fields and select “**create new account**”
- After you have created an account, you will be brought to the “**Sign up for Free through Your Institution**” page.
 - On this page, select the *Diocese of Green Bay* from the drop-down list (it is easiest to search by typing)
 - Next drop down is “*Institution*” - select the parish or school you work for.
- Select Sign up
- The Diocese will be notified of your registration and we will update you as a leader under your institution. Once you are listed as a leader, you will be able to enter additional leaders and assign mentors.
- After you have been designated as a leader and you sign back in, you will be brought to your dashboard that will reflect your institution, the learners, and mentors. This page will also show the FCC tracks for the Diocese of Green Bay, Franciscan tracks, and other available workshops.
- Once you have been designated as leader, your learners can create an account.