

Parent Onboarding Instructions

As the parent of a Word of Life student, you will need to register and create a student-parent account.

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Overview of Onboarding Process:

Step 1: Accept the email invitation to join Word of Life.

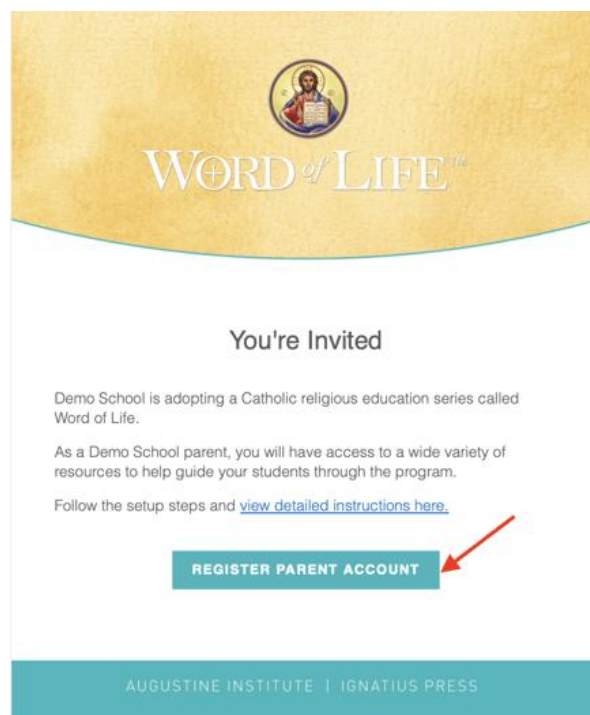
Step 2: Register as a parent of a Word of Life student.

Step 3 (only for special circumstances): Creating Student Accounts

Once you are registered, you and your child can access a wide variety of resources to guide your student through the Word of Life program.

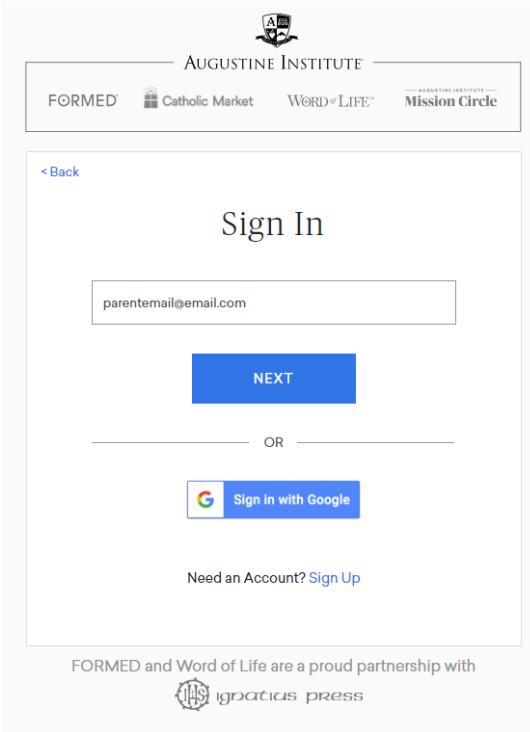
Step 1: Accept the email invitation to join Word of Life

- Teachers/Catechists and/or Parish/School administrators will enter parent emails into the portal to invite parents to register. (They can also provide you with a direct link for you to register, in which case you do not follow the directions below regarding an email invitation. Simply follow the prompts you receive after clicking the link or scanning a QR code).
- You will then receive an email invitation from Word of Life Support (support@wordoflifeseries.org) with the subject, “You’re Invited! Word of Life for (parish/school name)”. **Please search your junk/spam folder if you cannot find the email invitation in your inbox.**
- Accept the invitation by clicking **Register Parent Account** in the email.



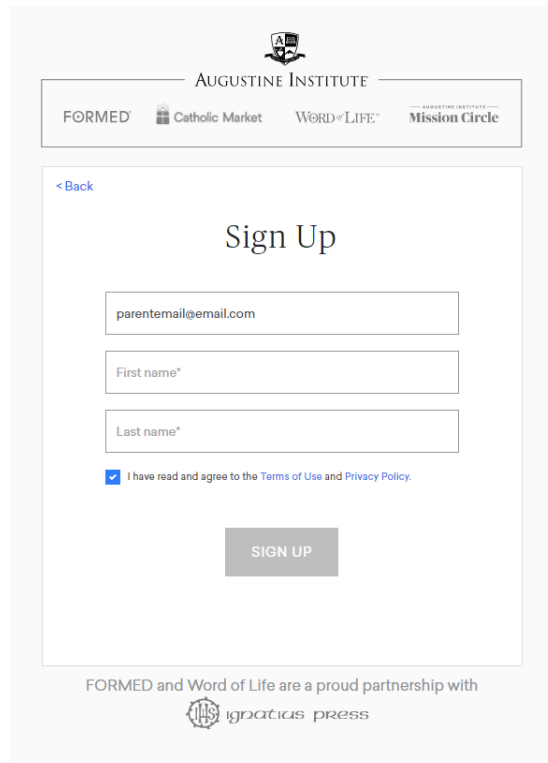
Step 2: Register as Parent through the sign-up process

- After clicking the **Register Parent Account** button in your email, you are taken to a page with your email address pre-populated. Click **Next**.



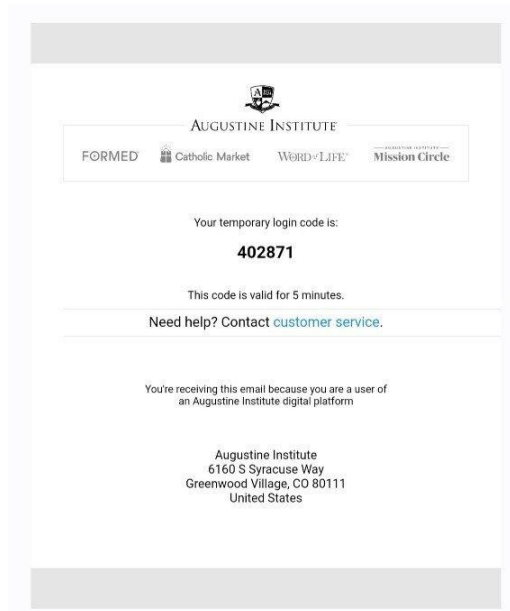
The image shows a "Sign In" page for the Augustine Institute. At the top, there is a header with the Augustine Institute logo and the text "AUGUSTINE INSTITUTE". Below the header, there are four logos: FORMED, Catholic Market, WORD OF LIFE, and Mission Circle. The main content area has a "< Back" link at the top left. The title "Sign In" is centered. Below the title is a text input field containing the email address "parentemail@email.com". Below the input field is a blue button labeled "NEXT". Below the button is a horizontal line with the word "OR" in the center. Below the line is a "Sign in with Google" button. Below the button is the text "Need an Account? Sign Up". At the bottom, there is a footer that says "FORMED and Word of Life are a proud partnership with" followed by the Ignatius Press logo and the text "ignatius press".

- Enter your first and last name and check the box to agree to the Terms of Use and Privacy Policy. Then click **Sign Up**.



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- The registration process will send a 6-digit Temporary Authentication Code to your email at this point. The email will be sent from Augustine Institute Customer Service (customer.service@augustineinstitute.org) and contain a 6-digit code that is valid for 5 minutes.



- Copy the code from your email into the box and then click **Submit**.

The screenshot shows a web form titled "Enter Code from Email". At the top, there is a header with the Augustine Institute logo and partner logos: FORMED, Catholic Market, WORD+LIFE, and Mission Circle. Below the header, there is a "< Back" link. The main form area contains a text input field labeled "Enter Code" and a blue "SUBMIT" button. At the bottom, there is a footer that reads: "FORMED and Word of Life are a proud partnership with ignatius press".

- During this process, it is best to click on the Submit/Next buttons only one time and allow the portal to think. Extra clicks sometimes result in error codes.

WORD⁺of LIFE



Completing registration...

- Allow the portal to complete the registration process. At the end of the registration process, parents will see the Student-Parent portal.
- **For parents with multiple children in different classes/grade levels:** You will receive invitations to each class. Go through the registration process explained above for the first email invitation. Do not log out of the portal after the registration is complete. Go back to your email and accept each subsequent invitation. This will link all your children's classrooms under one student-parent account. There will be a dropdown menu in the portal to toggle between grade levels.
- **For parents with multiple children in the same class:** see "special circumstances" below.
- **To enter the portal after initial registration is complete:** Go to the Word of Life Support Page (<https://support.wordoflifeseries.org/>) and click **Go to Word of Life Portal** in the upper right corner. This is how you will login every time. Do not go back to the original email invitation.
- **Set up a password:** You will be prompted to enter a **new** 6-digit code each time you log into the portal **unless you choose to set up a password**. To set up a password, click on your name in the upper right, and select **Change Password**. A short video tutorial titled *Creating a Password* can be found on our [video tutorials page](#).

Step 3 (only for special circumstances): Create Student Account(s)

There are two scenarios where we encourage the creation of student accounts to help avoid mix ups and confusion, **especially if you want to track individual student progress**. If you do not fit the scenarios below, please do not create student accounts.

- Parents with multiple students in the same grade or twins enrolled with Word of Life at their parish.
- Parents who have a different last name than their student or children enrolled with Word of Life

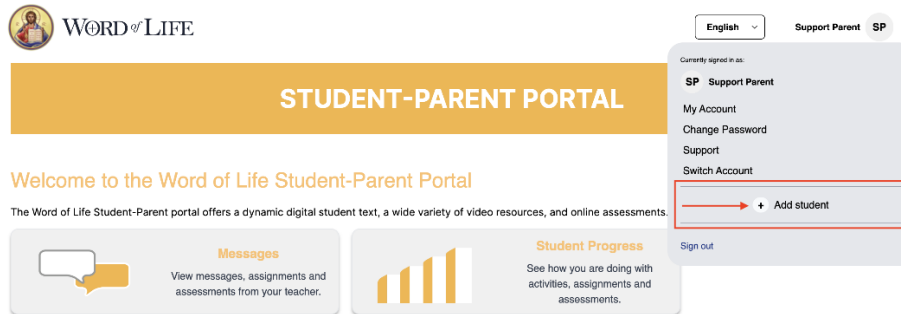
Creating Student Accounts

- Parents of Word of Life Parish students should register their students after having been invited to a class by the teacher or catechist.
- Upon receiving an invite email, as the parent you must first register yourself for the Word of Life portal, before setting up any student accounts.
- Parents should receive one email for each student enrolled with Word of Life. If parents have multiple children, they will receive an invite for each child.
- The requirements for students are simply their first and last names.
 - Adding a student email address and password are optional, and not required to create a student account.
 - If a student email address is not registered, any correspondence from the teachers/catechists will go directly to your parent email address. If your student does have an email address, the parent email address will be CC'ed on any correspondence from the teacher/catechist to your student's class.

- To create student accounts, click on your name or initials on the top right-hand side of the Student-Parent portal.



- Then click on **(+) Add Student** in the dropdown menu.



- At this point, if you are adding your first student account, you will have to verify your email address before continuing.



- After clicking the "Confirm Account" button in the email, as a parent will be taken directly to the create student account screen.
- Here you are required to enter the student's first and last names.

WORD of LIFE
PORTAL | ADD STUDENT

< Back

Add Students to 1709

To get started with Word of Life, you must **add your learner**. (For privacy reasons, only you can add a learner.)

Show Me How

First Name
Timothy

Last Name
Cakes

My child has an email address ☐

☒ I am the parent or legal guardian of the child whose information I am supplying.

Add Timothy to 1709

- If the student has an email address you would like to register, click the toggle for “My student has an email address.”
- You also have the option to create a password for the student.
- The final step in the process is to click on the blue button at the bottom to “Add [student] to [Class Name]”

[< Back](#)

Add Students to 1709

To get started with Word of Life, you must **add your student**. (For privacy reasons, only you can add a student.)

[Show Me How](#)

First Name:

Last Name:

☒ My student has an email address

Optional email:

Optional password:

Desired password:

Confirm password:

Minimum 7 characters 1 number 1 special character

[Show](#)

☒ I am the parent or legal guardian of the student whose information I am supplying.

[Add Student to 1709](#)

Log In as Student or Parent

- After successfully adding a student account, you will be prompted to “Log In as Student” or “Go to Parent Portal”
- The credentials for the student are the same as the parent if an email and password were not chosen for the student.

