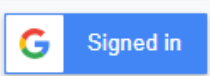


Lourdes Academy Registration Payment Summary

Lourdes Academy uses the online student hub's website to help collect and organize the registration payment information. The data you submit to the Registration Payment Summary will be verified and billed directly to FACTS in September..

For those who have done the co-curricular activities video the past few years or use the dress code pass tracker, these steps will seem familiar. For those in elementary or ELC only, these steps will be new. If you need assistance, please contact your level's office.

This works best on a Chrome web browser:

1. Go to <https://students.lourdes.today/payments/payment.php>
2. Top right corner, click 
3. Sign in with one of your student's Lourdes email accounts.

E-mail accounts are formatted *graduation year, first initial, last name@lourdes.today*

For **J**ane **D**oe who is a 1st grader and will graduate in the year 20**36** from high school.

36jdoe@lourdes.today

Grade	Year	Grade	Year	Grade	Year	Grade	Year
12	26	8	30	4	34	K	38
11	27	7	31	3	35	4K	39
10	28	6	32	2	36	3K	40
9	29	5	33	1	37		

For most students, their password is their birthday. A student born January 1, 2024 would be **01012024** for their password.

4. Hit refresh.
 5. Now there should be eight tabs: Welcome, Elementary Only, Middle Only, High School Only, Dress Code/Casual for a Cause, PTA, PALS, Boosters, Lunch & Submit.
 6. Under Welcome, you should see all of your students' names. **IF YOU DO NOT, STOP HERE AND EMAIL dmikesell@lourdes.today** with what should be corrected.
 7. Tab between each section, and fill out the information. Your totals up top should be updated as you fill out the information.
 8. Once you are done, click Submit. *Do not hit the back button to make changes after you hit submit.* If anything needs correction or updating after, please email your school's office with those corrections. You will get a printable family report.
- Elementary/Middle - Kristin Kowalske (kkowalske@lourdes.today)
 - High School - Carrie Tyriver (ctyriver@lourdes.today)