New Family Registration Instructions

Step 1

Start at the Our Lady of Grace Catholic School website: www.olgcs.org

On our main page is a link:

New Family Registration Click Here!

Welcome! Step 2

Admissions for Our Lady of Grace Catholic School : Cincinnati OH

Welcome to the admissions site for Our Lady of Grace Catholic School, provided to you by OptionC.

Before you proceed you will need to create an account. This allows you to save your progress along the way and return to finish if you are not ready to submit an application to the school. If you previously created an account, use the login form below.

If you are family with a current student at our school, please login to the OptionC family site in order to update your re-enrollment intentions or to add in a new student.

Once you login, this site consists of four sections:

- Family Details : Update family information such as email, phone and address.
- Parents/Guardians : Update your information, or add another parent to the family.
- New Students : Add a new student to be considered for enrollment at our school.
- Submit to School : Send new student information to the school.

Thank you and we look forward to hearing from you!

> If you already have a student at OLG and need to register a new one, log into your OptionC family site to add your new student.

Login if you have already registered

User Name

Password

Login

> If you have already started the registration process but haven't completed it by submitting your student, you can log back in here to complete your new family registration.

Create an account if you are a new user

Create an Account

> If you have not yet started the registration process, start here by creating an account.

Register Step 3

If you are the parent of a current student of this school please **do not** register for an account. Please use the family portal for new and re-enrolling students.

Email/User Name *

Password *

Confirm Password *

First Name *

Last Name *

Maiden Name

Gender *   ◉ Female   ○ Male

Family Role *

Religion *

Occupation *

Employer

Primary Phone *

Phone Type *

> Basic contact information is required to begin your registration process. Fields starred with a red asterisk (*) are required.

Register

Option C ™

| Welcome | Family Details | Parents/Guardians | New Students | Submit to School | | Leave Admissions ⊕ |

Once you are registered, tabs will appear at the top of the page. Use these to navigate through the Registration process.

If you need to stop and leave the registration process at any time, you can click here to log out. You can log back in later using the email address and password you provided in Step 2.

Step 4

Family Details

Family Phone *	
Family Email *	
Address 1 *	
Address 2	
City *	
Home State *	Ohio
Home Zip *	

☑ Mailing Address is the same as above

Save Family Details

There is a green SAVE button at the bottom of each tabbed section. Don't forget to click SAVE before moving on to the next step!

Step 5

Complete each tabbed section as completely as possible. Remember that fields marked with red asterisks (*) are required.

Submit to School   Step 6

Listed below are the students you added that are available to be submitted to our school for consideration.

A filled in checkbox (far left) indicates that you wish to submit this student for consideration. You may uncheck a student if needed.

When you are ready, press the **Submit to School** button.

	Name	Status
☑	███████	Not Submitted

Submit to School

Once you have completed all the information on all the students you wish to register click the green SUBMIT TO SCHOOL button.

Congratulations! We'll be in touch soon!