

Re-Enrolling Current MHCA Students:

Step 1. Log in to [Gradelink](#):

- ✎ Click here for [Gradelink](#)
- ✎ Login using your unique Gradelink **Family ID Login** (not Student ID). We have emailed it to you. If you have any issues logging in or did not receive it, please email us at mhcaadmin@mhcaeagles.org

Step 2. Select Your Student:

- ✎ At the top right, you will see which student you are currently viewing. Click on this to toggle between your students if you have more than one student currently enrolled.

Step 3. Select Re-Enroll:

- ✎ On the left, look at your tabs that descend vertically. You will now notice a "Re-Enroll" tab. Select this tab.
- ✎ Read through the Start page and hit continue to begin and submit the enrollment forms in less than 10 minutes!

Step 4. Pay Enrollment Fee:

- ✎ We will finish processing your application and load your enrollment fee into your FACTS account. Please check your FACTS account after 4 to 5 business days and follow these steps:
- ✎ [Click here to login to your existing FACTS](#) account to pay for your enrollment fee for each **current** student all at once. If you have a new student, they may not be in FACTS yet. Call our offices for more information.
- ✎ You can pay for your enrollment fee for each current student all at once. (If you have a new student, they may not be added to your FACTS account yet. The office will contact you on how to setup your new student.)
- ✎ Once logged into FACTS on the Home screen, Select the Green "Make a Payment" button.
- ✎ Select next school year's term **2021-2022**. Your enrollment charges for all of your current students should be loaded into one balance for Enrollment. \$125 per student for full enrollment.
- ✎ ****If you were already enrolled in autopay for your incidental expenses account, the enrollment fee will auto debit 10 days after the date the office loads the enrollment charge and the notification email was sent to your from FACTS. If this does not work for you please contact our offices as soon as possible****

Step 5. Celebrate and Mark One Thing Off your "To-Do" List!

Reminders and Special Situations:

Documents Needed:

- Don't forget to have your updated immunization record handy. You can take a picture with your phone and upload it that way. Also, if our office has never received your birth certificate, upload or email that to us. If you have legal custody papers or updates to those, we need a copy of those uploaded or emailed as well. If you have a student that is new to MHCA, they will need additional referral forms (student and pastor) included in the enrollment process.

What if I have more than one student to re-enroll?

- ✎ After you Submit your first student's enrollment:
 1. Go to the top right under the "Now viewing" and select the next student you wish to re-enroll
 2. Complete this process for all students you are re-enrolling. You can pay all of your current students' enrollment fees at one time in your FACTS account.

What if I have a new student to enroll as well as re-enrolling my current students?

- ✎ First, re-enroll all of your current students with the instructions above
- ✎ Follow the steps below after you have re-enrolled all of your current students
 1. Under the Re-Enroll tab/Go to the top center and click on "Have a new student to enroll?"
 2. Register your new student with your active email address and create a password.
 3. Check your email that you signed up with for an email regarding "Enrollment Registration" (Check junk folders if you don't see it)
 4. Open the email and click on the blue button "Click Here to Confirm Your Account"
 5. Check your email and confirm **before you click "continue"** or you will have to enter your password several times.
 6. Follow the same prompts to enroll your new student and submit
 7. Once submitted, if your student is entering 1st-12th grades, our offices will be contacting you for a student interview with our Administrator before getting you set up in FACTS for payment. If your student is in PK3, K4, or Kindergarten, our offices will review your paperwork and upon approval will be contacting you with a phone call to welcome you and get you set up with our FACTS payment portal.
- ✎ Don't forget to get our offices the required documentation for your New Student: You can take a picture with your phone and upload it in the enrollment portal, attach it as a pdf, email it, or bring a copy by our offices and we can attach it to their record.

For All New Students:

- ✎ Birth Certificate
- ✎ Updated Immunization Record
- ✎ Legal Custody Papers (if applicable)

For New Students Entering 1st-12th Grades in Addition to the Above:

- ✎ Student Reference Forms (2 are Required)
- ✎ Pastoral Reference Form