


For new students at Plymouth Christian Academy, please go to the school's website at [www.plymouthchristian.org](http://www.plymouthchristian.org) and under Admissions, select New Student Process, and the online application.

-If you are new to FACTS, select 'Create Account.'


Contact FACTS  
**Plymouth Christian Academy  
2012-2013 School Year**

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### Welcome

Please follow the links below to sign in or create a new account if you are a first-time user. The person creating the online user account should be financially responsible for any payments when applicable.

Already Registered? [Sign In](#)  
Create a New Account? [Create Account](#)



Enter the information to create your FACTS login, and click Next.

Contact FACTS / NBS

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### Register


Return to Sign In Page

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#### Online Account Profile

#### Name

Prefix	<input type="text" value="-- None --"/>	
User First Name*	<input type="text"/>	Add Middle Name
User Last Name*	<input type="text"/>	
Suffix	<input type="text" value="-- None --"/>	



#### Address

Country*	<input type="text" value="United States"/>	
Street Address*	<input type="text"/>	Add
City*	<input type="text"/>	
State*	<input type="text" value="-- Select --"/>	
Zip Code*	<input type="text"/>	
Time Zone*	<input type="text" value="-- Select --"/>	

#### Phone Numbers

At least one phone number is required.

Daytime Phone Number	<input type="text" value="US"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Evening Phone Number	<input type="text" value="US"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>

You will then create a username and password, along with security questions.

[Contact FACTS / NBS](#)

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**Register** [Return to Sign In Page](#)

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**Online Account Profile**

**User Name and Password Tips:**

- Please do not include spaces.

User Name\*  You may wish to enter your e-mail address as your user name.

Password\*  Passwords must contain at least 8 characters. You must include at least one letter and one number.

Re-Enter Password\*

Security Question\*  ?


Security Question Answer\*

Telephone ID Question 1\*  ?

Question 1 Answer\*

Telephone ID Question 2\*  ?

Question 2 Answer\*



Once your user account is created, you will be able to add a new student to enroll.

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Plymouth Christian Academy  
2012-2013 School Year

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### Students

**Menu**  
Student Dashboard  
History  
Contact School

#### Students

Welcome to the 2012-2013 school year at Plymouth Christian Academy!

The re-enrollment period for the coming year is **February 15 through March 15th**. Please be sure to complete your re-enrollment application and pay your tuition deposit (\$150 individual or \$250 per family) by March 15th to avoid being dropped from the class list.

**Note:** Students entering 7th - 12th grade are required to sign and return the Standard of Conduct form, which is available for download on the last page of the application process. This form must be turned in to complete the re-enrollment process.

To begin click "Add Student"

The online process outlines a number of steps for parents and students. Please be sure to perform every task for each student.

Once you begin a step, you may save any portion of it to come back later. When you have begun a step but have not yet submitted, your status will read "Pending."

When you submit the completed step, the status will say "Complete" as we process your information.

If you wish to return to a page, use the selection menu to the left. **DO NOT use your back button.**

**NOTE:** Please complete all form and fee activities for ALL students prior to beginning a tuition payment plan activity. New students will not be able to begin the payment plan activity until they are notified that they have been accepted to PCA.

Once you have completed the new student application or re-enrollment application for your student, you will be brought back to this start page. Please scroll down to the bottom to see if additional items need to be completed for that student and/or to begin the application process for additional students.

**Add Student**

You will answer if the student is returning, and then enter the student information on the next screen.

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### Add Student

**Menu**  
Student Dashboard  
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#### Add Students

\*Is this a returning student? --Select--

Return to Student Dashboard

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### Add Student

Return to Student Dashboard

\*Student First Name

\*Student Last Name

\*Enrollment type

\*Student Grade

**Add Student**

Once the student is added, you will be able to begin the Application process. Please select 'Click to Start' under the student's name.

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**Students**

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**Add Student**

**Student Test (04)**

No Incomplete Tasks

Available Tasks

[Click to Start](#) New Student Application (grades K-6)  
 Select 'Click to Start' or 'Start' to begin the application process.

You will need to complete all 3 steps of the process listed below. You will get a 'Start' link next to each activity as they are available for you to complete.

**Add Student**

**Student Test (04) 3 incomplete tasks**

	New Student Application (grades K-6)	Required	Status
<a href="#">Start</a>	Application Form	Yes	Pending
	Application Fee	Yes	Not started
	Create Tuition Payment Plan	Yes	Not Started