YOUR GUIDE TO REGISTERING FOR SOAR IN 8 EASY STEPS

STEP 1: Go to www.francis.edu/soar

STEP 2: Decide which date works best for you and your family. We offer both inperson and virtual days!

STEP 3: If you don't remember your login, go here: <u>https://my.francis.edu/ICS/</u> <u>Username_Lookup.jnz</u>

If you are having trouble logging in click here: <u>https://sspr.francis.edu/sspr/</u> private/login

If you are still having problems logging in, please call the help desk at 814-472-2800

Otherwise, click the link to log into my.francis.edu.

Start your SOAR experience with your Student To-Do list. See details about your To-Do List below. You can lookup your <u>login information here</u> to begin then proceed to my.francis.edu below to login and continue to the future students tab.



STEP 4: Click on the "Future Students" tab



STEP 5: Click "View Folder Items" under "My TO DO" Folder



STEP 6: Click Class Registration Financial Terms Agreement and complete process

Saint Francis 2	s University		
Home Current Students	Faculty/Staff Future Students Atumni and Friends Campus Services Help		
Future Students > Incoming Students > My "TO DO" Folder			
FUTURE STUDENTS	Eutura Studenta		
Incoming Students	Future Students		
Welcome to Admissions	My "TO DO" Folder - View Folder Items		
QUICK LINKS	Folder Items for		
S University Directory	Personal P-11 Canadan 0004 Hadamundusta Hashkasus Okudisa (Deimonu)		
& Canvas	Program: Fall Session 2021 Undergraduate Healthcare Studies (Frimary)		
& Campus Calendars	Bequitements Not Yet Met		
& Check Gmail	Class Registration Financial Terms Agreement		
& Dining Menus	Merit Scholarship Terms and Conditions		
	✓ = Received (Seec Not Eutfill Requirement) × = Not Yet Received/Entered		
& Submit a Work Order	Requirements Met		
& Engage	Tuition/Housing Deposit Received 04/01/202	21	
& University Catalog			
 University Policies & Handbooks 			
Privacy policy About us Contact us Logout			

STEP 7: After completion, click again on Future Students (Step 2 in screenshot) and View Folder Items

STEP 8: You will then see all items to be completed including SOAR registration as the very first item

My "TO DO" Folder - View Folder Items			
Folder Items for			
Program: Fall Session 2021 Undergraduate Accounting/Accelerated MBA (Primary)			
Requirements Not Yet Met START HERE & COMPLETE LISTED REQUIREMENTS			
SOAR Registration	×		
Pre-Registration Profile	×		
Residence Life Profile	×		
Student Health Portal Registration	×		
FERPA Release Not Granted	×		
Dining Service Profile	×		
✓ = Received (Does Not Fulfill Requirement) = Not Yet Received/Entered			