

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 in-person and virtual days!

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

If you have any problems, contact Personal Support Center: 844-626-6469 or helpdesk@francis.edu.

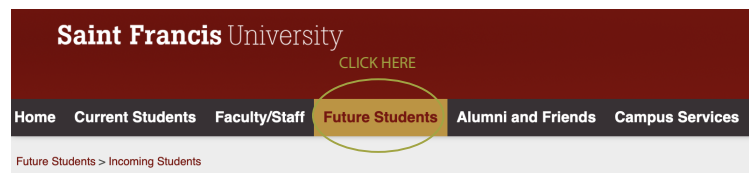
If you are still having problems logging in, please call the help desk at 814-472-2800

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

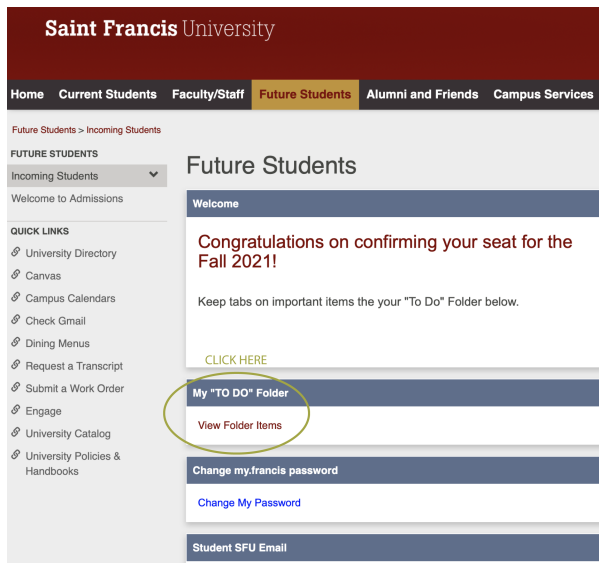
Start your SOAR experience with your Student To-Do list. See details about your To-Do List below. You can lookup your [login information here](#) to begin then proceed to my.francis.edu below to login and continue to the future students tab.



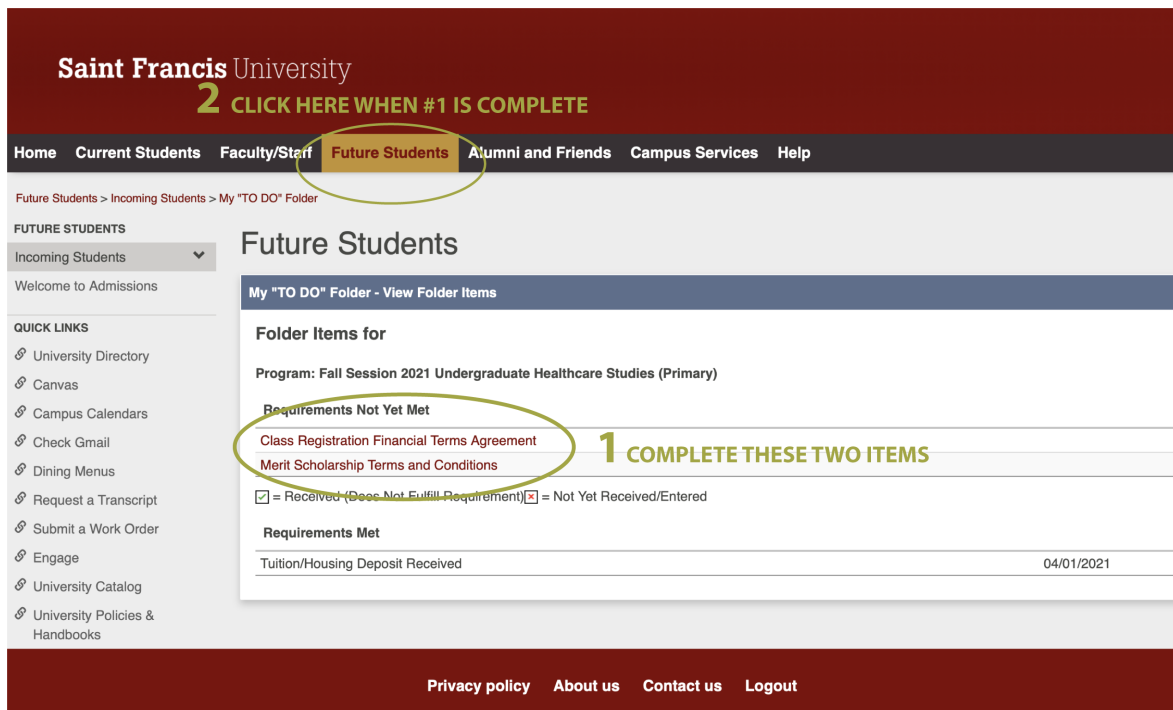
STEP 4: Click on the "Future Students" tab



STEP 5: Click “View Folder Items” under “My TO DO” Folder



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



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 | <input type="checkbox"/> |
| Pre-Registration Profile | <input type="checkbox"/> |
| Residence Life Profile | <input type="checkbox"/> |
| Student Health Portal Registration | <input type="checkbox"/> |
| FERPA Release Not Granted | <input type="checkbox"/> |
| Dining Service Profile | <input type="checkbox"/> |

☒ = Received (Does Not Fulfill Requirement)☐ = Not Yet Received/Entered