Instructions for Registering and Taking Courses with the Franciscan Catechetical Institute

God bless you. For those who would like to take advantage of the online courses through the Franciscan Catechetical Institute, please see the information below.

Following is some specific info that you should know when setting up your account and beginning your courses:

- Go to: www.FranciscanAtHome.com
- At the very top of the page click the drop down menu that says “Partnering Dioceses” and search for the Diocese of Rapid City. This will take you to our diocesan home page.
- Click the middle blue button that says “My parish or school is already registered, and I would like to set up my individual free account....”
- Click “Create a new account” and fill out the requested information.
- Once you have filled out all the information, you will be asked to **select an institution**:
    - If you are taking these courses as part of the CLEM formation program, please select "CLEM formation member" as your institution.
    - If you are *already certified CLEM* (previously ACLM), please select "CLEM (already certified)" as your institution.
    - If you are *not* a certified lay ecclesial minister, please choose your own parish as your institution.
    - FOR CLEM only: You can ALSO add your parish as an institution by going through the "registration" process again after you do it once. You will not have to reenter your information - you merely need to select another institution (your parish) and it will add it to your profile.
- The following groups should request a mentor when they begin a new course. If you are NOT part of one of these groups, you will not have the ability to request a mentor.
    - CLEM already certified
    - CLEM in formation
    - Permanent Deacons
- If you are beginning or in the midst of CLEM formation, you should reach out to Sr. Sara to propose which course you will begin. It should be the one most related to your ministry.
- If you are doing one of the workshops or courses as part of your ongoing CLEM formation, each workshop will count for 3 hours of ongoing formation.