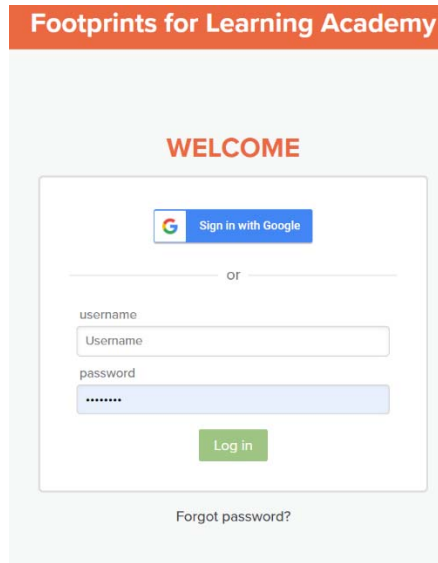
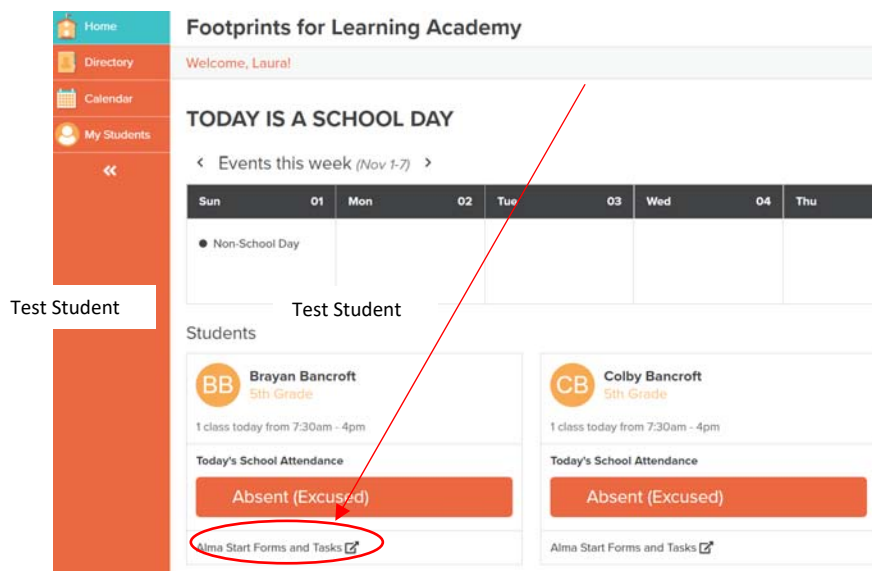



RETURNING FAMILY APPLICATIONS

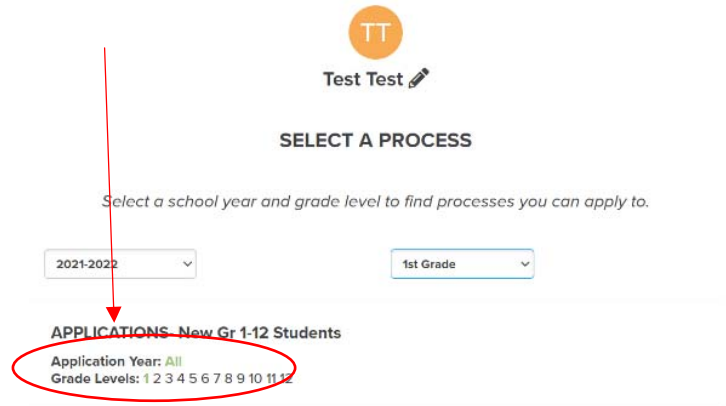
STEP 1: Go to <https://ffla.getalma.com/> and log in. Typically, your username is parentsfirstname.parentlastname. If you forgot your password, select *forgot password* and you will be able to reset it. Email admin@footprintsforlearning.com if you have an issues.



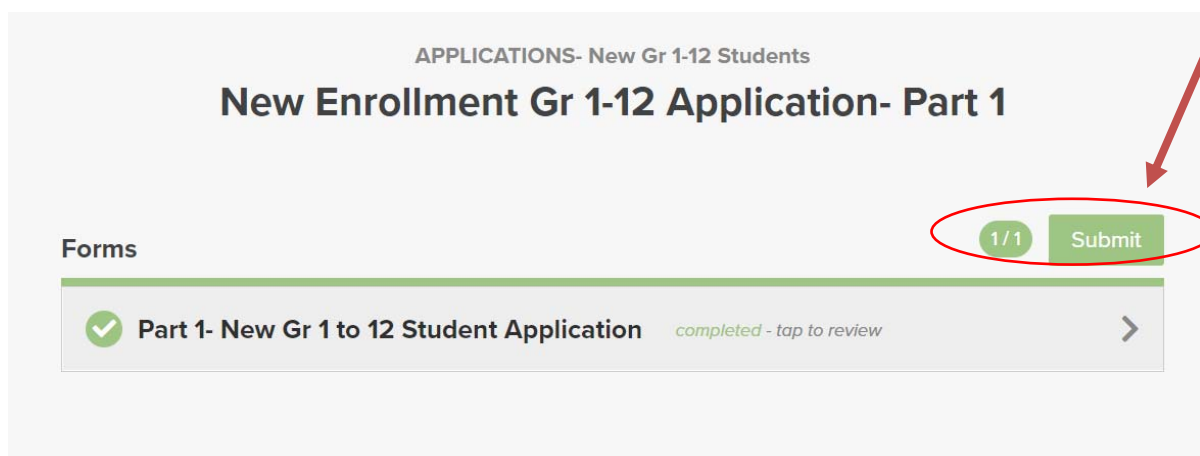
STEP 2: After you log in, select “Alma Start Forms and Tasks”



STEP 3: You will see each of your children listed on the left-hand side of the screen. You can now apply for each of them. To do so you select the applicable child's name, then select Get Started  on the top right. Next, select the school year and grade for which you are applying. Then select the "Application Form" that appears.



STEP 4: Now you can fill out the required information in the Application. You can always "Save" the application at any point, then return later to complete it. Once you have selected "Complete" on your application, ensure you remember to **ALSO** submit it by pressing "SUBMIT".



STEP 5: Now you wait for the school to process your application. Once your application has been processed, you will receive an email confirmation with one remaining step. In it, you will be given instructions on how to log back into your account, to upload your EFT information. This information is used to process your deposit/fees. Please note that typically it takes a couple weeks for the school's administration to process an application. If you have not heard from us in that time, please email us at admin@footprintsforlearning.com .