

Instruction to create a new FACTS Management Account:

- Go to the Mount Saint Mary Academy website home page (mtstmary.org).
- Under **About** click on **Admissions**.
- Look for the **Links** (which is located on the right after the FORMS section) and click on **FACTS** which will take you directly to the FACTS website.
- Select new users and the website will step you through the process of creating a new account.
- Please create your account by **April 15, 2010**, so that the Business Office at school can complete the payment information for your account.

Thank you for your help in this new process! If you have any questions, you may reach Julie Glosner at 623-3155 ext. 119 or by email at glosnerj@mtstmary.org.

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