



# Franciscan University Catechetical Institute

## Diocese of Springfield-Cape Girardeau

The Missouri State Knights of Columbus has generously paid for EVERY parish and Catholic School in the diocese to have free access to Franciscan University Online Catechetical Institute.

To set up your individual FREE account:

1. Go to [www.franciscanathome.com/scg](http://www.franciscanathome.com/scg)
2. Scroll down to "Register Online"
3. Click on "My parish or school is already registered, and I would like to set up my individual free account under that institution"
4. Click on "create a new account" in blue lettering
5. Fill in all of the required information. You will be asked to search for your diocese (Springfield-Cape Girardeau) and your parish/ school in drop down lists. \*\*\*Members of mission churches will have access through their affiliated main parish. (ie. members of St. Leo, Ava will sign up through Immaculate Heart parish, Mansfield.)
6. Click on "Create a new account" at the bottom of the screen when all information is complete.
7. A confirmation e-mail will be sent to you and you will be able to access your account.
8. On your Catechetical Institute dashboard, you will see 2 sets of tracks, "Institution Track" with the words, "Springfield-Cape Girardeau" under it. and you will also see "Franciscan Track". Please USE the "INSTITUTION TRACK" list and open the appropriate learning track (Catholic Schools, Catechist, RCIA, or Youth Minister Track). Even if you are not ready to begin work in the track, please open it as if you were going to begin working. The diocesan office is then able to track your work and make sure you are given proper certification when workshops are completed.
9. Teachers, PSR catechists, and Youth Ministers, please be sure to request a mentor when you begin working. Pastors, Principals, and Catechetical Leaders will be able to work without a mentor. However, if a mentor is desired, please contact the Office of Faith Formation.
10. If you have questions, please contact, Shasta Beckers at: [sbeckers@dioscg.org](mailto:sbeckers@dioscg.org) or Sr. Janine Tran at: [jtran@dioscg.org](mailto:jtran@dioscg.org).