

AMS Family Faith Assessment RE Program Account Instructions

*“The family is called to join in daily prayer, to read the word of God and to share in Eucharistic communion, and thus to grow in love and become ever more fully a temple in which the Spirit dwells” (Pope Francis, *The Joy of Love*, no. 29).*

The AMS Family Faith Assessment is a process (not a program) designed to support families in military settings grow in the knowledge, understanding and living of the faith at home year-round. This online Assessment is family centered and based upon the standards and indicators of Forming Disciples for the New Evangelization: Archdiocesan Religion Curriculum Guide. It comprises of age appropriate (grades Pre-K to 12) questions and answers with pop-ups to pause, learn and to pray. The AMS Family Faith Passport is the score keeper to ease family transitions.

Thank you for registering catechists and students.

The following three steps will assist you to establish the base/installation account, register one catechist per grade level and register students under each catechist.

Contact José Amaya, Director of Faith Formation, for assistance with the registration process or establish the account: jamaya@milarch.org or 202-719-3623.

STEP 1: Registering Account Administrator -Estimated Time: 5-10 Min

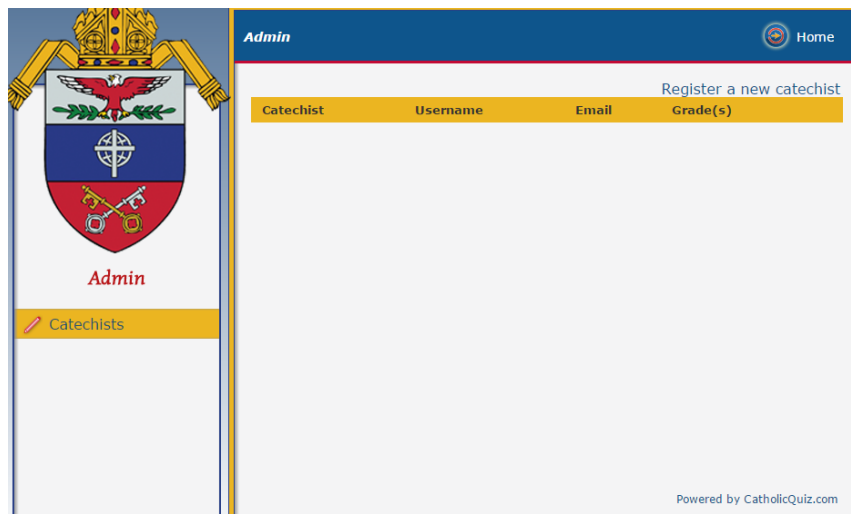
1. The priest or his delegate contact the Director of Faith Formation at FaithFormation@milarch.org to establish a new account.
2. If the base/installation account is already established and the Administrator has PCS'ed, the priest or his delegate contacts the Director of Faith Formation to transfer the account to a new Administrator.
3. Administrator logs in to the installation account with username and password to oversee and manage family participation. Use the participation data to plan faith formation for parents and catechists to strengthen the

efforts of sharing the gift of the Catholic faith with adults, youth and children.

STEP 2 -Register Catechists -Estimated Time: 10-15 Minutes

1. Administrator: Login to www.amsfamilyfaithassessment.com with username and password. Note: The username and password are case sensitive.
2. Click on the Manage Catechists button under Important Links.

3. Click on the Register a New Catechist link on the upper right hand corner.



4. Enter the name of the catechist and the catechist's non government email. Then, check the grade level the catechist is teaching (if a catechist is teaching a combined grade, check the grades the catechist is teaching). Note: Only one leading/head catechist is to be registered by grade.

Please register your Catechists by entering their names, email addresses and clicking the Grade level/s for which they are responsible.

Name	Email	Grade (Select)
Ex: Nancy Sinclair	mark.sinclair@navy.mil	3,4,5
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
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<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8

Click to Add Additional Catechist and/or grade

When you click "Submit," a welcome message will be emailed to each of your Catechists with instructions about how they can Login, access the website and register their own students/families. Each registered student/family, in turn, will receive unique Login information and access to the AMS Family Faith Assessment website.

5. When you complete entering the names, non-government email and assigning grade level for each catechist, **press Submit only once**. The screen will clear up sending an email to each catechist with the account URL, username and password.
6. Click Home and check the Manage Catechist button again to see the list of catechists.

STEP 3 -Register Students -Estimated Time: 15-20 Minutes

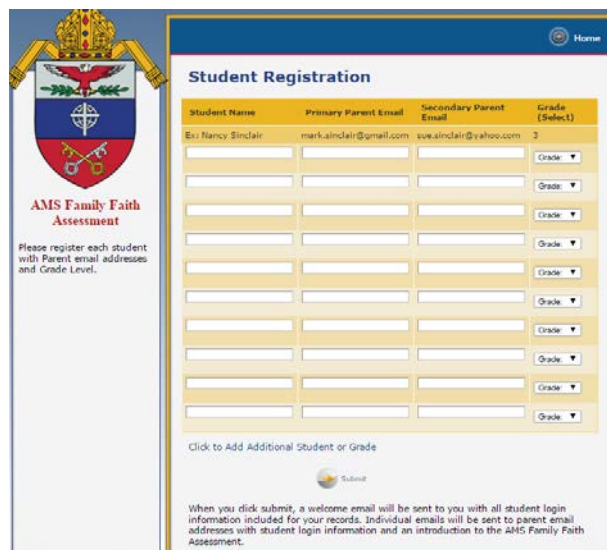
Note: The Administrator or the catechist can register the students. Use the catechist’s username and password to login to register students.

Catechist or Administrator: Login to www.amsfamilyfaithassessment.com (or using the installation account URL) with catechist username and password to register students. Note: The username and password are case sensitive.

1. Click on the Register Students button under Important Links.



2. The Student Registration form will show up on the screen. Enter the student’s name, family non-government email and select grade level.



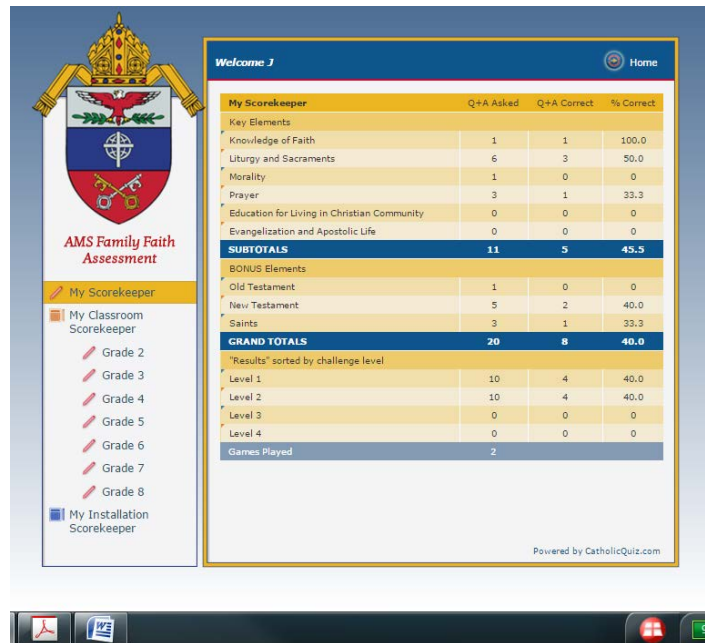
3. Register more students by opening additional boxes with “Click to Add Additional Student or Grade.”

The screenshot shows a registration form with two rows of input fields. Each row contains three text boxes for names and a dropdown menu for grade level. Below the form is a blue button labeled "Click to Add Additional Student or Grade" and a "Submit" button with a right-pointing arrow. A paragraph of text below the buttons reads: "When you click submit, a welcome email will be sent to you with all student login information included for your records. Individual emails will be sent to parent email addresses with student login information and an introduction to the AMS Family Faith Assessment."

4. Press SUBMIT only once upon entering all students' names, emails and assigning grade level(s). Note: Each student-family will receive an email from www.amsfamilyfaithassessment.com with the URL link, username and password to login to take the Family Assessment (available 1 September to 31 October), enjoy Family Play games year-round and take Student Assessment (available 1 April to 31 May)
5. Next, click HOME on the upper right hand corner. You will be back on your account landing page.



6. Click on the Scorekeeper button under important links. On the left hand side bar, you will see My Scorekeeper, My Classroom Scorekeeper and My Installation Scorekeeper. The list of students is located at the bottom of My Classroom Scorekeeper. If you are managing a combined grade, click on the grade level and scroll down to see the student roster.



NEW in 2018! An existing list of students can be rolled over to the new catechetical year by assigning a catechist. PCS'ed students can be removed and new students can be added to each grade level. Ask incoming families if they have an account in the AMS Family Faith Assessment. Add the student name and the parent email used to establish the account to integrate the new student into the appropriate grade level in your religious education program.

Finally, the administrator and catechists have a personal account titled My Scorekeeper to enjoy the Family Play games and to play with students in the classroom or for ice-breaker at parent meetings. The Priest, CRE and catechists are to encourage, motivate and inspire students and parents to use the AMS Family Faith Assessment process year-round to grow in the knowledge and understanding of the Catholic faith, to bear witness to Jesus Christ and to give a reasonable answer for their faith.