**Immaculate Conception: Faith Formation Online Portal Access Instructions**

**Step 1:** go to the Immaculate Conception website- <https://www.ic-ec.us>

**Step 2:** Click on the “Faith Formation/Prep” tab at the top of the page

**Step 3:** Scroll down until you see “*We use the "Spirit of Truth" program from the Sophia Institute.****Click***[***HERE***](https://learning.sophiainstitute.com/)***to access the online portal.*** (It is shown here exactly as it appears on the IC website)



**Step 4**: Click on the “HERE”. This will take you to the Sophia Institute for Teacher’s Login



**Step 5:** Click on the “Educator and Administrator Portal” if you are homeschooling and want to view the catechist’s version of the program.

**OR**

**Step 5:** Click on one of the “Student Access” buttons. Use the “App store” for ipads, “Googleplay” for chromebooks, and “Browser Login” for all other computers etc

**\*\*\*note: the apps and browser logins do NOT work on smartphones\*\*\***

Step 6: You will see a login like the one pictured on the left. The first time that parent’s login, you will be prompted to change your password.

Step 7: Depending on your student’s grade, you will see something similar to the photo on the right. Students can go through any of the unlocked unit.

**OR**

**Step 7:** If you have logged in as a Catechist, then you will see a page similar to the below picture:



*You can now scroll through your student’s assignments and see their progress!*