PMA Online Application

This year, we are proud to introduce our Online Application. This application is completely filled out and **paid** ONLINE, with no paper turned in for the application portion.

Where it is on the website:
The application is under the piusmatthias.org website under piusmatthias.org/apply.

Getting Started: New Users
1. Go to piusmatthias.org/apply
2. Click Apply Online
3. On the page, click "Create New Account"
4. Enter your email - Make sure this is a valid email, that you have access to. You can not apply online without it.
5. Click Send Account Instructions
6. Check your Email for email from St. Pius X - St. Matthias Academy with the subject line "Confirm your Email - St. Pius X - St. Matthias Academy Application"
7. Click the link in that email to confirm your email

** If you do not receive an email in about an hour, check your spam folder, or re-try steps 1-5, making sure you enter the correct email address **

8. Choose a password. It must be 8 characters long.
9. Click "Create Account"
10. Now you are in the Application Dashboard.
11. On the left hand side, click the green plus sign to "Add an Applicant" and start an application.
12. Enter the information to create an application.
13. Now you should see a list of "Action Items" These are pieces of the application process. The Application is the only one that can be completed online. Under Recommendations, you can download Common Evaluation forms. Under Other Application Items, you can get more information about the next steps in the application process.
14. To start the Application, Click "Application"
15. There are six pages to the application. Use the arrows to go back and forth through the pages. Remember to save throughout the process. Any field marked with a red asterisk is required.
16. Once you are done filling out the information, click submit.

Forgot Password:
1. Go to application login page
2. Enter the email that you used to sign up for your account.
3. Click "Forgot Password"
4. Click Send Me Reset Instructions
5. Look in your email inbox for email with the subject line "Password Reset for St. Pius X - St. Matthias Academy Login"
6. Follow the link in the email to reset your password

FAQ:

What you need to complete the application:
- A computer
- Functioning Email address that you have access to
- Personal information on the student and family
- Credit card to pay application fee
- *Optional: Picture of applicant to upload, and Digital scans of birth certificate, immunization records, baptismal certificate.*

Can I come back and complete it in another time?
- Yes, before you start the application, you make an account with your email address and password. Remember that login and you can come back and complete your application.

Who sees this information? Is it secure?
- The information goes directly to the St. Pius X - St. Matthias Academy Admissions department. Personal information is processed with the highest level of security. Our online application is processed through InResonance, one of the leading companies in educational technology, partnering with over 500 schools across the world.

I forgot my password:
- You can reset your password through the website. Go to the application page, click forgot password? and follow the instructions. Your password will be emailed to you.

Did my application go through?
- If you have paid the application fee, and clicked submit, you should receive an email stating that your application has been submitted.

What do I do next?
Information on your next steps will be available on the piusmatthias.org website, or on the online application site.
- Getting the Common Evaluation forms completed by Math, English teachers, and principal
- Submit 6th, 7th and 8th grade transcripts
- Take HSPT Test
- Come to assigned interview time.