

**Diocese of Covington Office of Catechesis and Evangelization**

**Institutional Leaders' Access or Transfer of Old Franciscan at Home (CI) Accounts**

Principals, DRE/CREs, or Catechetical Leaders in the Diocese of Covington are assigned the role of *Institutional Leader* through Franciscan at Home's Catechetical Institute (CI).

**Institutional Leaders have access to the CI accounts created by teachers or catechists to track their progress and assist them with account issues.**

A common issue is accessing old CI accounts created through a previous school, parish, or email address.

**An Institutional Leader can help their teachers or catechists access their account by following these steps:**

For teachers or catechists who are moving from one location to another, the easiest way to update their accounts is to have an institutional leader send them the "learner invite" link. Copy the link for the institution, email it to the person, and after clicking it and logging in to [Franciscanathome.com](https://Franciscanathome.com), it will add that membership to their account. As long as they log in with their existing email and don't make a new account, all their progress will be kept in one place.

**Tutorial: Send An Invitation To Sign Up Under Your Institutional Subscription**

Also, if moving to a new school or parish requires them to change the email address on their account, that person should log in with their existing account email and then change the email on their account.

**Tutorial: Updating Your Login Information** (changing email address)

If, for some reason, anyone is unable to log in (no longer has access to an old email address and lost their password), please have them contact CI at [ci@franciscan.edu](mailto:ci@franciscan.edu) to reset the email address. But if they remember the password, even if they can't access the old email, they should be able to log in and change the email address on their account. **Whatever happens, learners should never make a second account.**

If you have additional questions, please contact Isaak Abraham Isaak at [iisaak@covdio.org](mailto:iisaak@covdio.org)