

Lay Ecclesial  
Ministry  
Formation and  
Certification

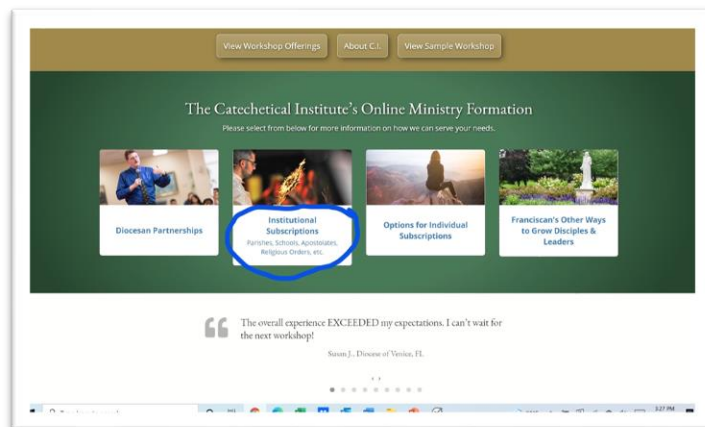
## How to Add an Institution



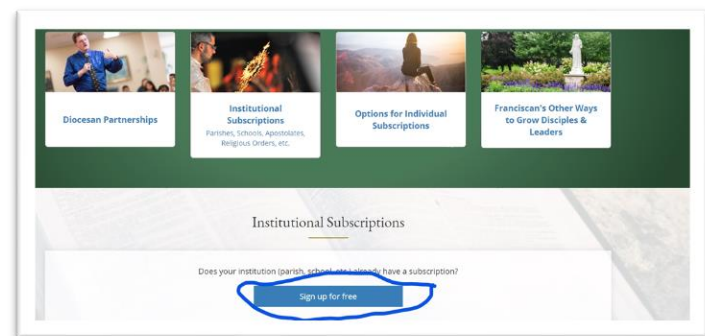
1. Access the site:  
[www.franciscanathome.com](http://www.franciscanathome.com)



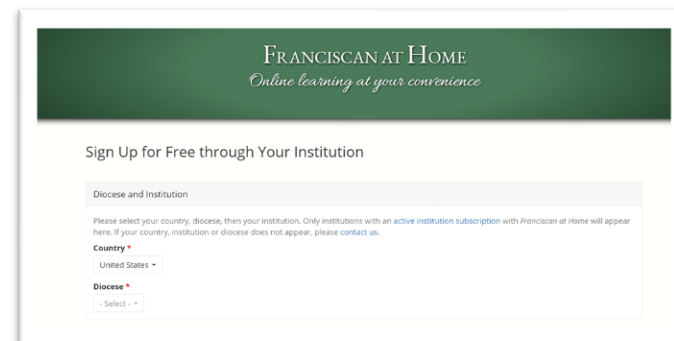
2. Scroll to bottom of page. Click on  
“Institutional Subscriptions” box.



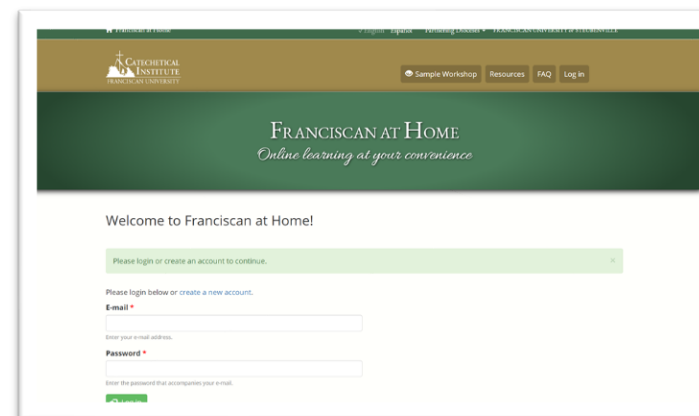
3. Click on “Sign Up for Free” box.



4. Log in to your account.



5. Select “Diocese of Honolulu” and  
new or additional institution.



AND YOU'RE DONE!