# NEW FAMILY APPLICATIONS

**STEP 1:** Go to https://ffla.almastart.com/ and "Create an Account"
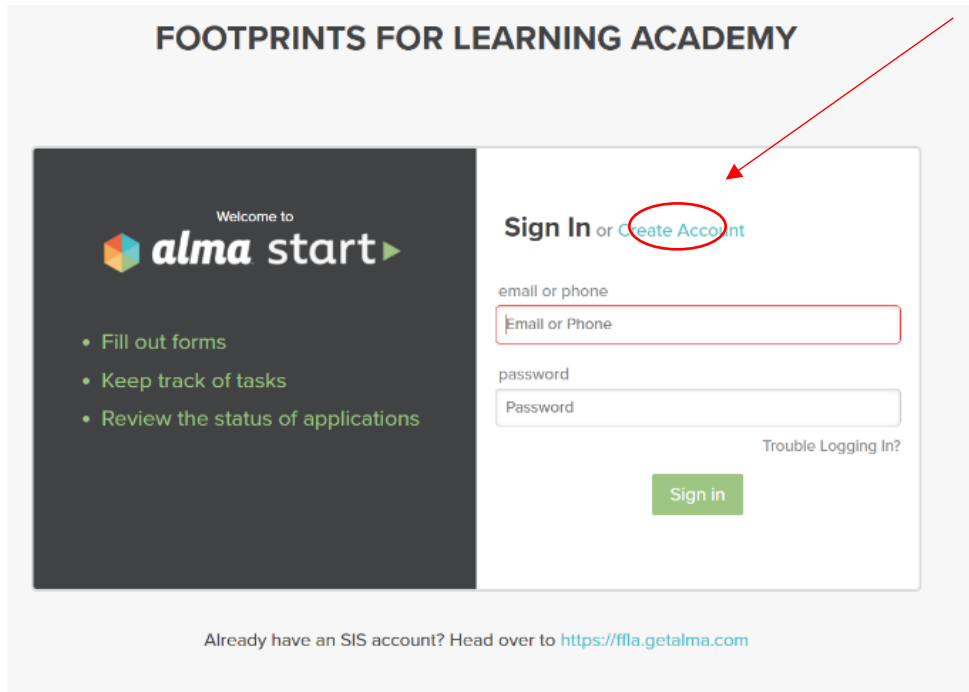


**STEP 2:** Log in to your newly create account. You will see the screen shown below. On the top left please go ahead and "add" the children to your account, for whom you wish to apply for enrollment.
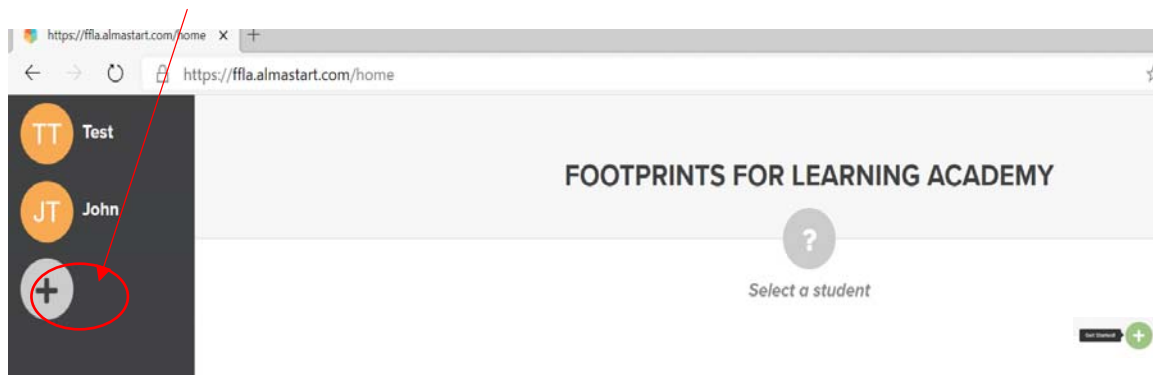
**STEP 3:** Now you can apply for each of the children. To do so you select the child's name, then select on the top right. Next, select the school year and grade for which you are applying. Then select the "Application Form" that appears.



**STEP 4:** Now you can fill out the required information in the Application. You can always "Save" the application at any point, then return later to complete it. Once you have selected Complete on your application, ensure you remember to ALSO submit it by pressing "SUBMIT".



**STEP 5:** Now you wait for the school to process your application. Once your application has been processed, you will receive an email confirmation with one remaining step. In it, you will be given instructions on how to log back into your account, to upload your EFT information. This information is used to process your deposit/fees. Please note that typically it takes a couple weeks for the school's administration to process an application. If you have not heard from us in that time, please email us at admin@footprintsforlearning.com .