

#### **ACCESS ECHOES OF FAITH EMMAUS**

To access Echoes of Faith Emmaus online, login to your Flourish account.

You should have received an email with your login credentials that include a username, password and pin.



Go to FlourishRCLB.com

Use your login credentials:
username
password
pin

### **ADMINISTRATOR TOOLS**

After you click on the Admin Home link, you will see an Administrative Tools page.

From this Administrative
Tools page you can
manage diocese
information, classes,
teachers, and students.

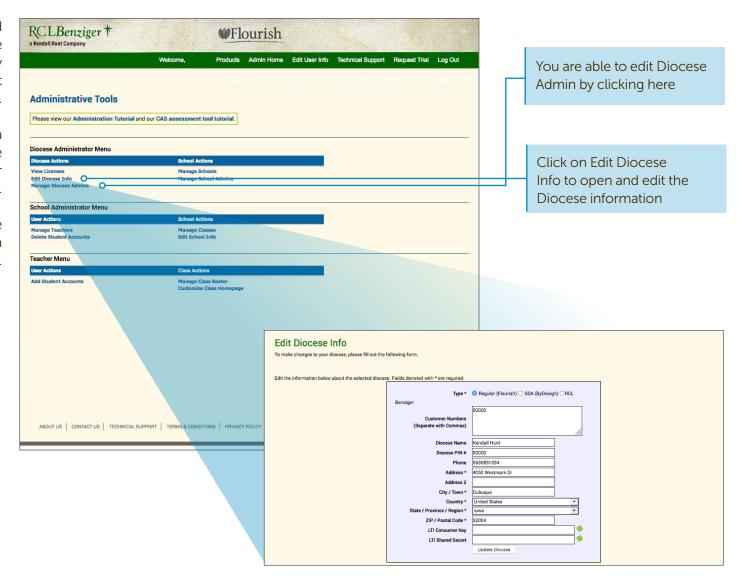


#### **DIOCESE INFORMATION**

You can update and edit the Diocese Information by clicking on the Edit Diocese Info link.

This will open a new window where you can make your changes.

> Click on Update Diocese when complete.

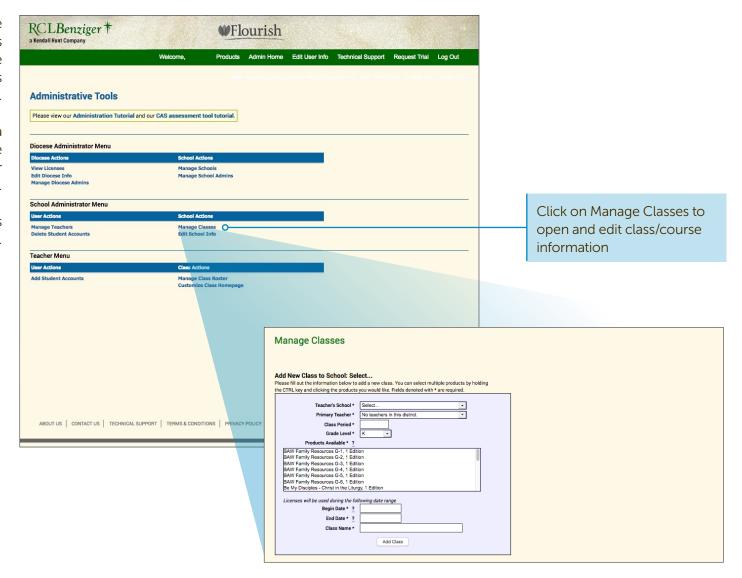


## **CLASS/COURSE INFORMATION**

You can manage classes/courses by clicking on the Manage Classes link.

This will open a new window where you can make your changes.

Click on Add Class when complete.

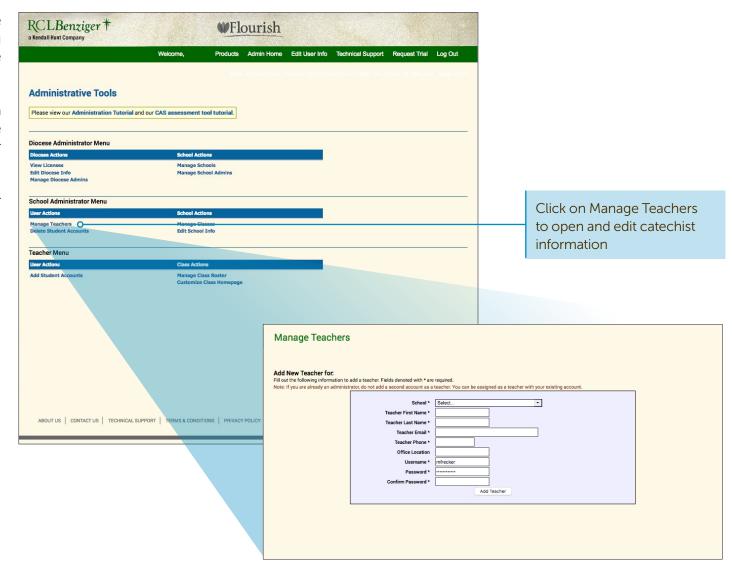


# TEACHER/CATECHIST INFORMATION

You can manage catechists by clicking on the Manage Teachers link.

This will open a new window where you can make your changes.

Click on Add Teacher when complete.



## STUDENT/LEARNER INFORMATION

You can manage students/learners by clicking on the Add Student Accounts link.

This will open a new window where you can make your changes.

Click on Add Student when complete.

