STEP 1: Guide for My Own Church Member Registration AND How to Log-In Using Your Temporary Password

Welcome to Step 1: Register for My Own Church and obtain your temporary password



Connect Now only works using Chrome as your browser:

Please copy and paste this link into your Chrome Browser:

https://	/rochester.	parishsoftfamily	vsuite.com	/

² ConnectNow - Log In or X	Θ	-	٥	×
← → C ParishSOFT LLC [US] https://connectnow.parishsoft.com/rochester/			@ ☆	:
III Apps 200 / Portal Login AL D New Tab				
🗑 Google Chrome isn't your default browser. Set as default				×
Cooper Log In Below: Username:				×
© 2018 ParishSOFT, LLC, f 🎽 in ParishSOFT	F			

Click on: <u>New User?</u> This will take you to Steps 1,2 and 3:

Step 1: Account Request:

Apps 🙍 ADP Portal Login AE 🗋 Ne		
	Step 1: Account request	
	Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.	
	Organization:* Saint Kateri Tekakwitha Parish, Rochester 🗸	
	User Name:* JoeSchmoe Available	
	Password: A temporary password will be emailed to you <u>following account approval</u> . Please monitor your spam folder. If you do not receive an email in the next few days, contact the organization.	
	Step 2: Personal Information	
	This information is used to verify your identity in the database OR create a new family record.	
	First Name:* Postal Code:*	
	Last Name:" Address:"	
	Nick Name: City:	
	Primary Phone:* eg. 555-123-1234 State/Region:	
	Birth Date:* eg. MM/DD/YYYY	
	Step 3: Email Address	
	Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record.	
	Current Email:* eg. email@domain.com Prior Email #1: optional	
	Confirm Current:* Prior Email #2: optional	
	Submit Registration Cancel	

Enter your Organization and Username.

The **Organization is** <u>Saint Kateri Tekakwitha Parish, Rochester</u> and it is located in the drop down box. Type the word **Saint** in the Organization box and **Saint Kateri Tekakwitha Parish, Rochester** will appear. Choose this as your Organization.

Choose a User Name that you will easily remember, using only letters and numbers without spaces.

You can use your first and last name if you wish.

Once you have finished typing in your User Name, the system will validate it, checking to see if it is already in use by another user. Once your User Name has been accepted you will see a green checkmark with the word **Available** written in green next to it.

👹 New User Registration 🗙 📃 0 – 0 × ← → C ● ParishSOFT LLC [US] | https://connectnow.parishsoft.com/rochester/Register.aspx ⊕ ☆ : 🔢 Apps 🛷 ADP Portal Login | AD 🗅 New Tab Organization:* Saint Kateri Tekakwitha Parish, Rochester User Name:* CorynnShaw Password: A temporary password will be emailed to you <u>following account approval</u>. Please monitor your spam folder. If you do not receive an email in the next few days, contra Step 2: Personal Information This information is used to verify your identity in the database OR create a new family record First Name:* Postal Code:* 14617 × Postal Code Search Postal Code.* 14617 State/Region.* Y Find Postal Code Country:* United States V City? County: County City State/Region Postal Code Country \bigcirc NY 14617-2351 United States S Irondequoit Monroe 14617 United States NY 14617 United States Rochester Monroe Select Add ▼ Cancel Prior Email #2: optional Submit Registration Cancel ParishSOFT © 2018 ParishSOFT, LLC. 📍 🎐 in

Next, proceed to Step 2 and enter your Personal Information:

After you enter your zip code, you might see a mini-menu to auto-fill your City, State and Country. If this happens after you've entered your zip code, select the best match for the City, County and State you live in, then click on Select.

If this mini-menu does not appear, you will need to manually type your address information in the boxes that have a red asterisk (*) next to them.

Once you have finished adding the rest of your personal information in Step 2,

proceed to Step 3 and enter your email address:

Step 3: Enter your email address:

Apps 🛷 ADP Portal Login						
	Nick Name:		City:			1
	Primary Phone:*	eg. 555-123-1234	State/Region:			
	Birth Date:*	eg. MM/DD/YYYY	Country:			
	Step 3: Email Ad	dress				
	Why Multiple Ema	I Addresses? People occasionally of s help us find or update your family		ou are in the family database, the	•	
	Current Email:*	eg. email@domain.com	Prior Email #1:	optional		
	Confirm Current:*		Prior Email #2:	optional		
		Submit Re	gistration Cancel			
© 2018 ParishSOF						

This will be the email address the system uses to send your temporary password.

You can also enter any previous email address you might have, which may help us identify your record in the database.

When you are finished completing all 3 Steps, click on **Submit Registration**.

If there are any incorrect entries, they will become highlighted in red. If this happens, make your corrections, then click **Submit Registration** again.

Please Note: Once you have submitted your information, and your account has been approved by St. Kateri, you will receive an email with your temporary password.

You will not be allowed to log into your new account until you have received your temporary password in your email inbox.

(Your temporary password will be sent to the email address you entered in the Current Email box and the Confirm email box in Step 3)

Please keep an eye on your SPAM folder in case the email with your temporary password gets flagged as SPAM.

Once you have received your temporary password, you may log in on the Connect Now Home page.

How to Log In Using your Temporary password:

🎯 ConnectNow - Log In or 🗆 🗙 🗸			0 – 0 ×
← → C ParishSOFT LLC	[US] https://connectnow.parishsoft.com/rochester/Default.aspx		ው ሏ
🗰 Apps 🛷 ADP Portal Login AD	🗅 New Tab		
	ConnectNow Connecting Pe	ople and the Church	
	Welcome - Log In Below		
	Username: JoeSchmoe	For security purposes - we only support the following browsers	
	Password:	IE 9.0+, Edge, Chrome, Firefox and Safari.	
	Password:	Log In If you do not have any of these installed on your system you must i upgrade to one of them before you can login.	install or
	New User? Lost password?		
	Use of this software, v	website, and services is subject to the <u>Terms of Use</u>	
	Application Version $\#: 4.4$	4.2.64, Database Version #: 4.4.2.64 updated on: 1/11/2018 <u>Release Notes</u>	

After you have entered your Username and Temporary Password, the system will require you to create a new password. Once you have created your NEW password, log in again using the NEW password you created.

→ C ParishSOFT LLC [US	1 https://connectnow.parishsoft.com/rochester/Default.aspx	章
Apps 🔊 ADP Portal Login AL 🛛) New Tab	
	Connect Now Connecting People and the Church	
	Welcome - Log In Below	
	Username:" JoeSchmoe For security purposes - we only support the following browsers	
	Password: I on in If you do not have any of these installed on your system you mu	ist install or
	upgrade to one of them before you can login. New User? Lost eassword?	
	INSUE ADDLY - FOR PRODUMINY	
	Use of this software, website, and services is subject to the Terms of Use	
	Application Version #: 4-4.2.54, Database Version #: 4-4.2.54 updated on: 1/11/2018 Beliesse Notes	

You are now ready to move onto Step B: The online Registration Process for Religious Education. See: *Step 2_Guide for Religious Ed Online Registration 2018-19.* Please contact the Faith Formation office if you have any questions regarding setting up your <u>My Own Church</u> registration: Phone: 585-338-1146