

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

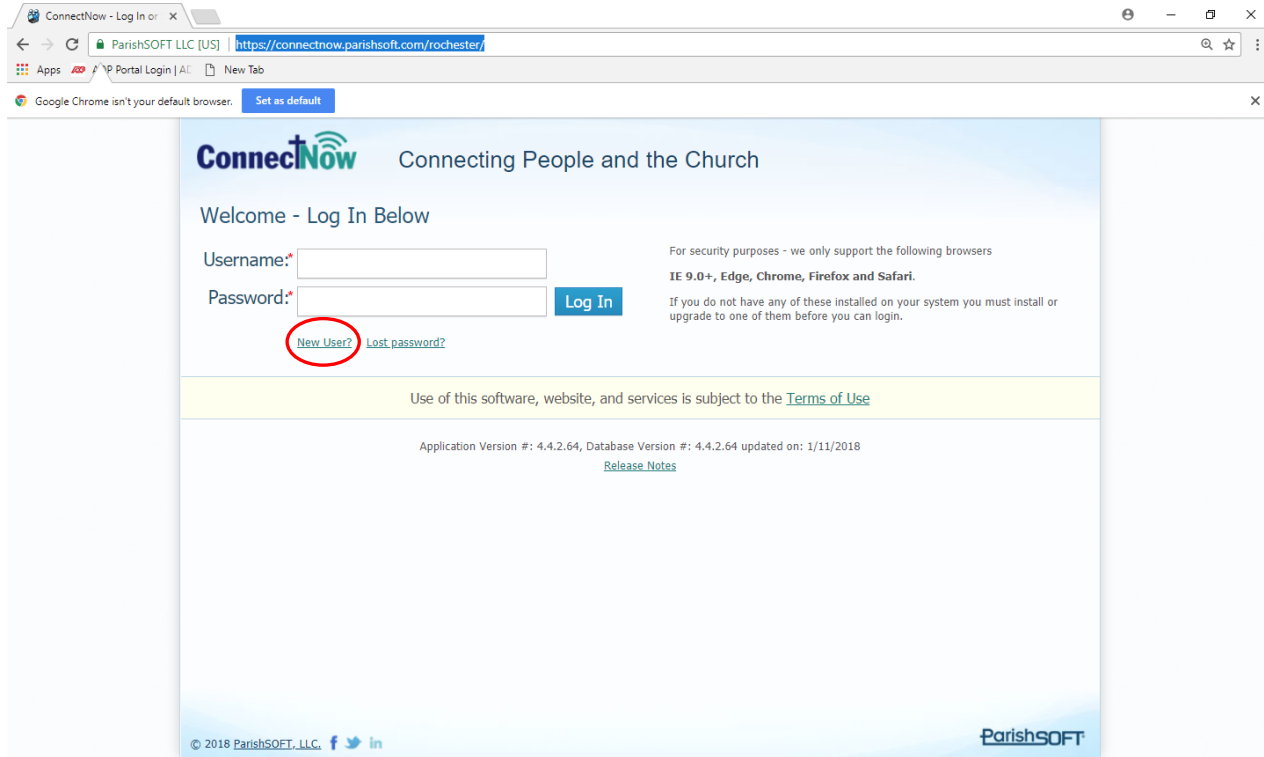
Welcome to Step 1: Register for My Own Church and obtain your temporary password



Connect Now only works using Chrome as your browser:

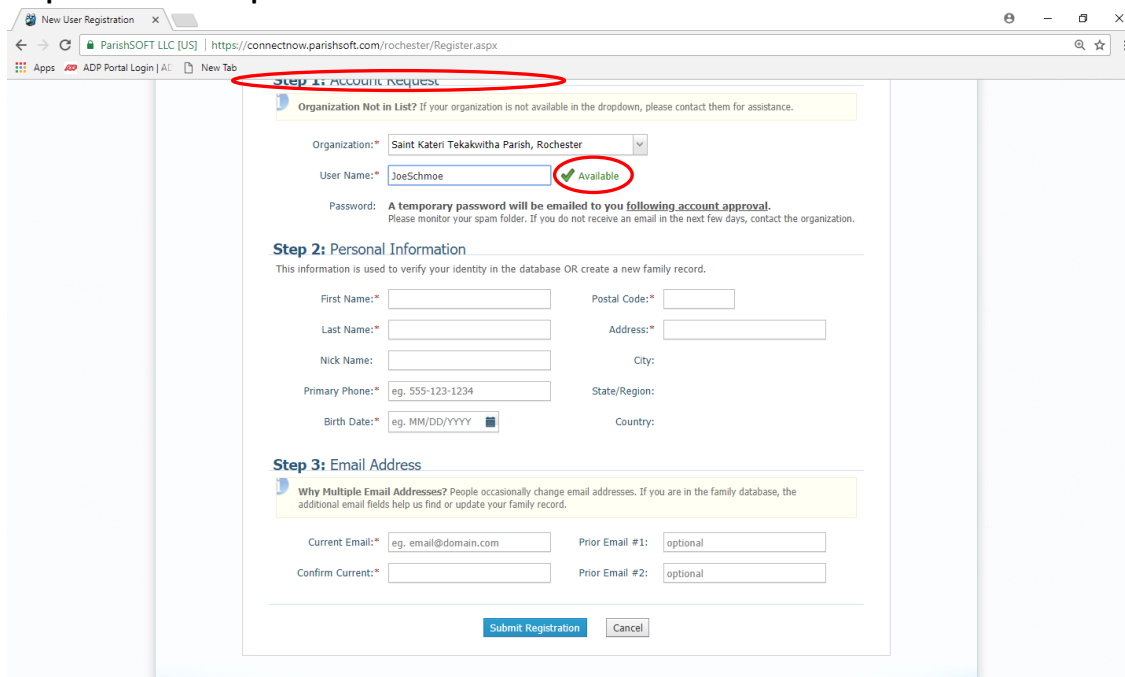
Please copy and paste this link into your Chrome Browser:

<https://rochester.parishsoftfamilysuite.com/>



Click on: [New User?](#) This will take you to Steps 1,2 and 3:

## Step 1: Account Request:



Enter your Organization and Username.

The **Organization** is **Saint Kateri Tekakwitha Parish, Rochester** 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.

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

The screenshot shows a web browser window with the URL <https://connectnow.parishsoft.com/rochester/Register.aspx>. The form is titled "New User Registration" and is at "Step 2: Personal Information". The "Organization" dropdown is set to "Saint Kateri Tekakwitha Parish, Rochester" and the "User Name" is "CorynnShaw". A "Postal Code Search" popup is open, showing a table of results for the zip code 14617. The table has columns for City, County, State/Region, Postal Code, and Country. The results are:

City	County	State/Region	Postal Code	Country	
<input type="radio"/>		NY	14617-2351	United States	
<input type="radio"/>	Irondequoit	Monroe	NY	14617	United States
<input checked="" type="radio"/>	Rochester	Monroe	NY	14617	United States

Below the table are buttons for "Select", "Add", and "Cancel". The main form also has fields for "First Name", "Postal Code", "Confirm Current", and "Prior Email #2".

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:

The screenshot shows a web browser window titled "New User Registration" with the URL "https://connectnow.parishsoft.com/rochester/Register.aspx". The form contains the following fields:

- Nick Name:
- City:
- Primary Phone\*:
- State/Region:
- Birth Date\*:
- Country:

**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\*:  Prior Email #1:

Confirm Current\*:  Prior Email #2:

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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.

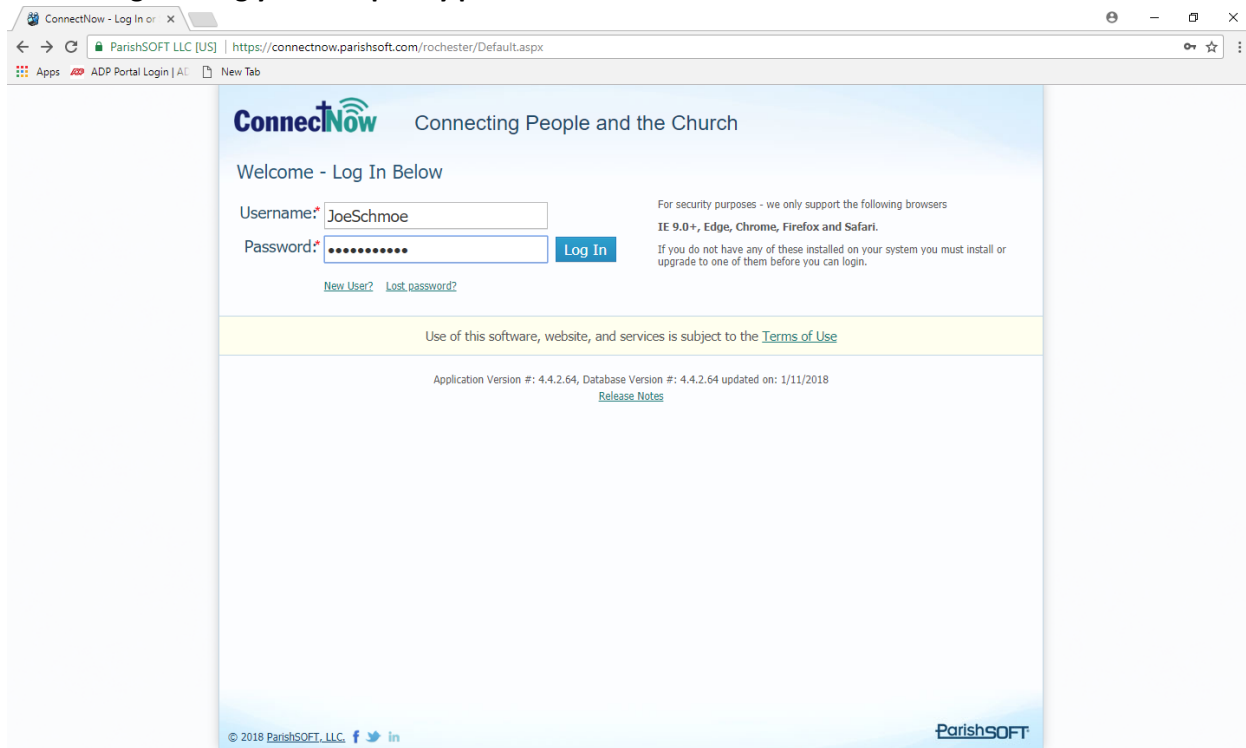
You will not be allowed to log into your new account until you have received your temporary password in your email inbox.

*(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)*

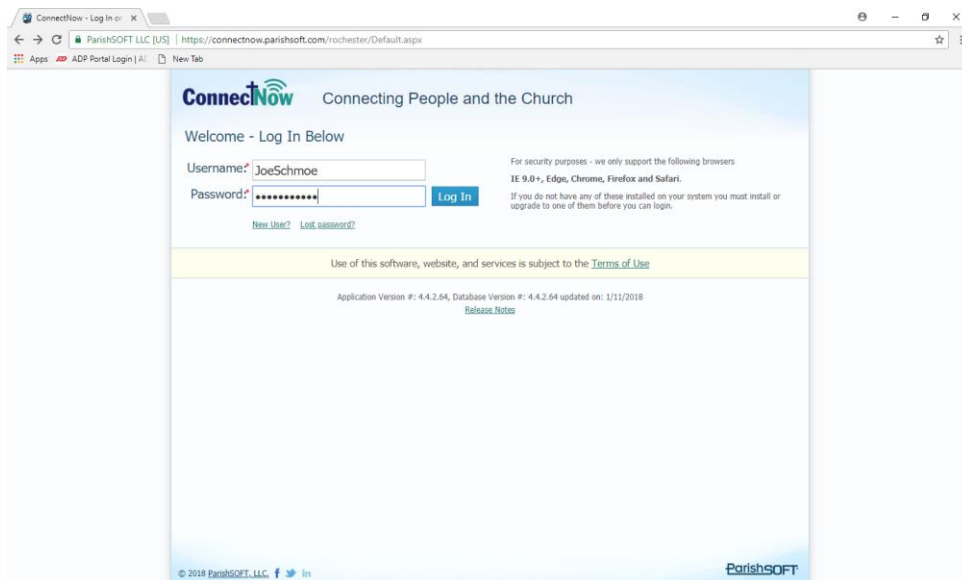
Please keep an eye on your SPAM folder in case the email with your temporary password gets flagged as SPAM.

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:



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.



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

My Own Church registration:

Phone: 585-338-1146