

How to Log in to My Own Church

Help & Tips

Your parish relies on accurate parishioner and sacramental records for all your ministries. The My Own Church software package is specifically designed for Catholic parishes. It keeps track of every family, parishioner, and sacramental detail using the only browser-based system specifically designed for Catholic parishes.

This web page will help guide you through the many features in the My Own Church software package. These features include; Login, family and individual records and your offering, and actions taken on change requests.

Login into My Own Church.

In your web browser, enter the URL for ConnectNow.

<https://stpaulminn.parishsoftfamilysuite.com>

The ConnectNow Welcome page is displayed:

ConnectNow
POWERED BY PARISHSOFT
Connecting People and the Church

Welcome! Sign In Below

Username:*

Password:* [Login](#)

[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers:
IE 8.0+, Firefox 3.0+, Safari 3.0+ and Chrome 2.0+.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

Do one of the following:

1. If you are a new user, you must create a new account. Select "New User?"
2. If you have a user name and password, type them in the "Username" and "Password" fields. Then, select "Login".

After you log in to your account, your personal Home page is displayed as shown below. The annotated figure shows the main components.

ConnectNow
POWERED BY PARISHSOFT
My Own Church

HELP - CONTACT - HOME - SIGNOUT

St Patrick Catholic Church
Family Name

Main Tabs: Home | My Family | My Offering

Main Buttons: Home | Pictorial Directory | Giving History

Quick Links: My Family

Suspense Activity
My data changes that were not approved: (0). [View Activity](#)

Important Link and Controls

Church and Username

Suspense Activity

Main Tabs.

You can access the main areas of the My Own Church interface by selecting any one of these tabs:

- Home: Returns you to the Home page.
- My Family: Allows you access to your family records and member records.
- My Offering: Allows you access to your giving history records.

These main tabs will be described in more detail below.

The red arrow in the above picture points to the Help feature which is an online resource providing information and instructions on how to use My Own Church to perform a particular task.

When you move your cursor over Help, you will see three options; "My Own Church Help", "Help with the page" and About. Selecting "My Own Church Help" will open a page with a side bar. By default, this sidebar opens showing topics under Contents and About My Own Church since that is the first topic in the list.

The topics can be expanded by selecting the topic in the list. This opens the small blue colored book on the far left as shown in the figure on the right.

In addition to displaying the Contents in the sidebar, you can view an Index or Search for a topic.



Home.

View and Update Your Family Record.

The tab, Family Details, shows the current information in a family record. The record is in read-only mode. It is important to keep the information in your family record current. You can update your record if information has changed since you first created your profile. To update your record, switch to edit mode by selecting the Edit Details button at the bottom of the window.

Note: Your changes are not immediately applied to your record. They are held in suspend mode pending review and approval by your church administrator. The paragraph at the end of this page describes, in more detail, this suspend mode called Suspend Activity on your Home page.

The system maintains a log of every change request you make to your record. You can access this log to view your change history and activity.

View and Update A Family Member's Record.

1. Select the My Family tab.
2. Select Family Detail.
3. Select the family member.

Each family member has a tab containing his or her details.
If you want to update a family member record:

1. Select the tab for the member whose details you want to update. The record is in read-only mode.
2. Select the Edit Details button at the bottom of the window to switch to edit mode.
3. Perform any of the following:
 - a. Add or delete the member's photo.
 - b. Update the member's personal information on the form.
4. When done, do one of the following:
 - a. Select the Save button to save your changes and keep your family record open. The record is displayed again in read-only mode.
 - b. Select Save & Close to save your changes and close your family record.
 - c. Select Cancel to discard your changes and exit your family record without saving them
 - d. Select Close to exit.