

## Need to Create an Account?

Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

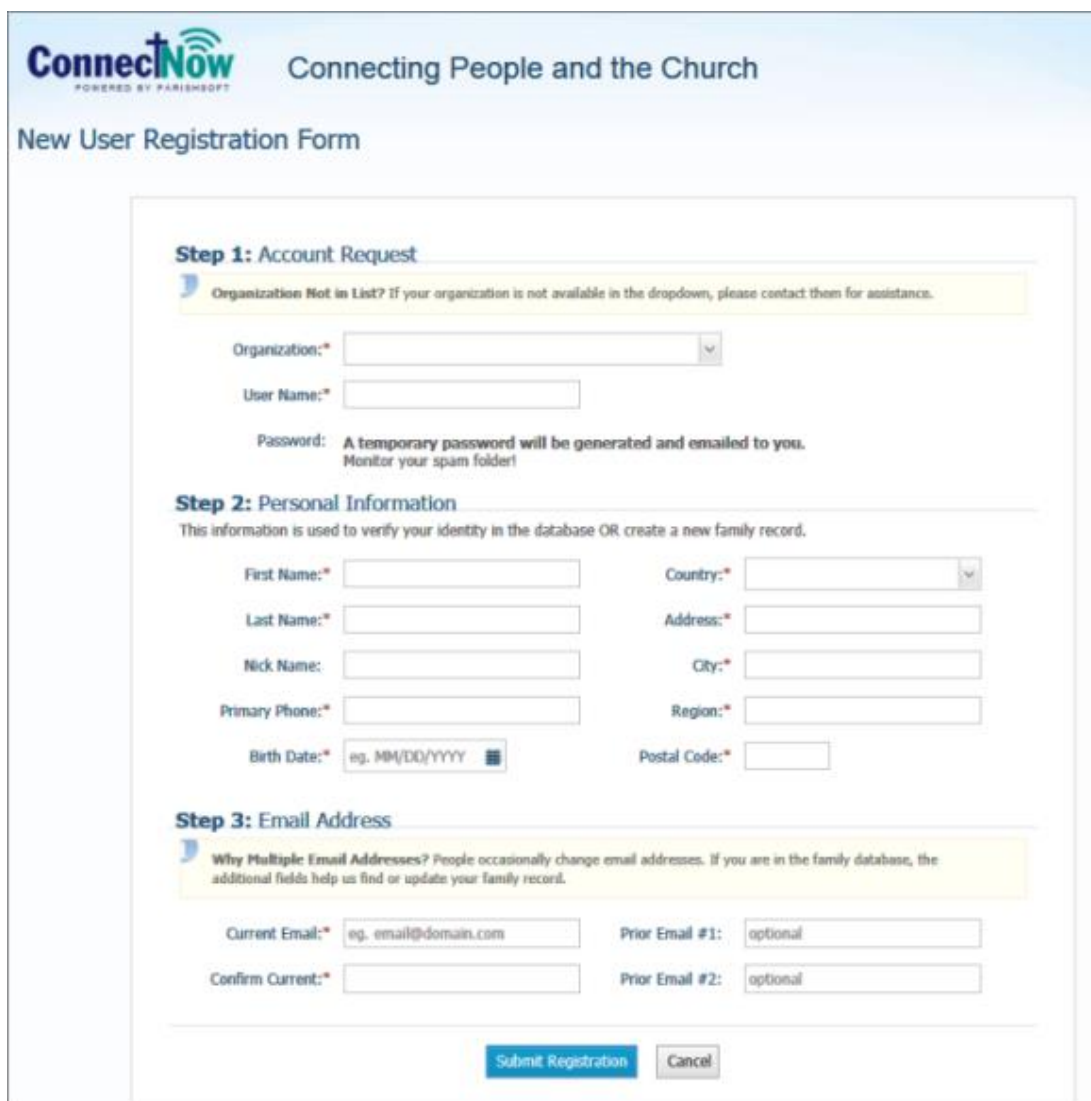
1. In your web browser, enter the URL for ConnectNow: <https://stpaulminn.parishsoftfamilysuite.com>

The ConnectNow Welcome screen is displayed:



The image shows the ConnectNow login page. At the top left is the logo "ConnectNow" with "POWERED BY PARISHSOFT" underneath. To the right of the logo is the tagline "Connecting People and the Church". Below this is the heading "Welcome! Sign In Below". There are two input fields: "Username:\*" and "Password:\*". To the right of the password field is a blue "Login" button. Below the password field are two links: "New User?" and "Lost password?". To the right of the login fields is a text box that reads: "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." At the bottom of the page is a yellow banner with the text: "Use of this software, website, and services is subject to the [Terms of Use](#)".

2. Click the New User? link to display the New User Registration Form:



The image shows the "New User Registration Form" on the ConnectNow website. At the top left is the logo "ConnectNow" with "POWERED BY PARISHSOFT" underneath. To the right of the logo is the tagline "Connecting People and the Church". Below this is the heading "New User Registration Form". The form is divided into three steps:

- Step 1: Account Request**
  - A yellow box contains the text: "Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance."
  - Fields: "Organization:\*" (dropdown), "User Name:\*" (text), "Password:" (text). Below the password field is a note: "A temporary password will be generated and emailed to you. Monitor your spam folder!"
- Step 2: Personal Information**
  - A note: "This information is used to verify your identity in the database OR create a new family record."
  - Fields: "First Name:\*", "Last Name:\*", "Nick Name:", "Primary Phone:\*", "Birth Date:\*" (with a calendar icon), "Country:\*" (dropdown), "Address:\*", "City:\*", "Region:\*", "Postal Code:\*".
- Step 3: Email Address**
  - A yellow box contains the text: "Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional fields help us find or update your family record."
  - Fields: "Current Email:\*" (with example "eg. email@domain.com"), "Confirm Current:\*", "Prior Email #1:" (optional), "Prior Email #2:" (optional).

At the bottom of the form are two buttons: "Submit Registration" (blue) and "Cancel" (grey).

3. Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: \*.

4. Click "*Submit Registration*" button to submit your information to the system.

The system attempts to verify your personal information.

5. Do one of the following:

- If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. The system also sends an email containing your login credentials (username and a temporary password) to the email address you provided in your registration.
- After you receive the email, log in to your account. Check your Spam or Junk E-mail folder if the email does not arrive within a few minutes after you submit your request. For login instructions, go to *How to Log in to My Church*.
- If it cannot verify all of the information in your registration request, it displays an acknowledgment message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it.

Review time varies, but the process is typically completed within three days. Upon approval, you will receive an email containing your login credentials (username and a temporary password). Check your Spam or Junk E-mail folder if the email does not arrive within that time frame. After you receive the email, log in to your account.

If the system cannot verify the information in your registration request, it displays a message to inform you that the registration was not successful. The message provides one or more options to help you resolve the problem. Choose the option that best fits your particular circumstance. If you need assistance resolving the problem, contact the Parish Office at (763) 753-2011 or [stpats@st-patricks.org](mailto:stpats@st-patricks.org).