

St. Francis de Sales Church

Office of Religious Education

Instructions for Registering Online for Religious Education Classes

How to Sign Up for a New Account

All users, including church members, administrators, and church staff, must have an account to access the ParishSOFT website. Users who do not have an account must sign up for an account to receive login credentials (username and password).

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 the ParishSOFT website.

<https://newark.parishsoftfamilysuite.com>

The ParishSOFT **Welcome** screen is displayed:

Welcome! Sign In Below

Username:*

Password:*

[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](#)

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

New User Registration Form

Step 1: Account Request

Organizations Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization:*

User Name:*

Password: A temporary password will be generated and emailed to you. Monitor your spam folder!

Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:* Country:*

Last Name:* Address:*

Nick Name: City:*

Primary Phone:* Region:*

Birth Date:* Postal Code:*

Step 3: Email Address

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.

Current Email:* Prior Email #1:

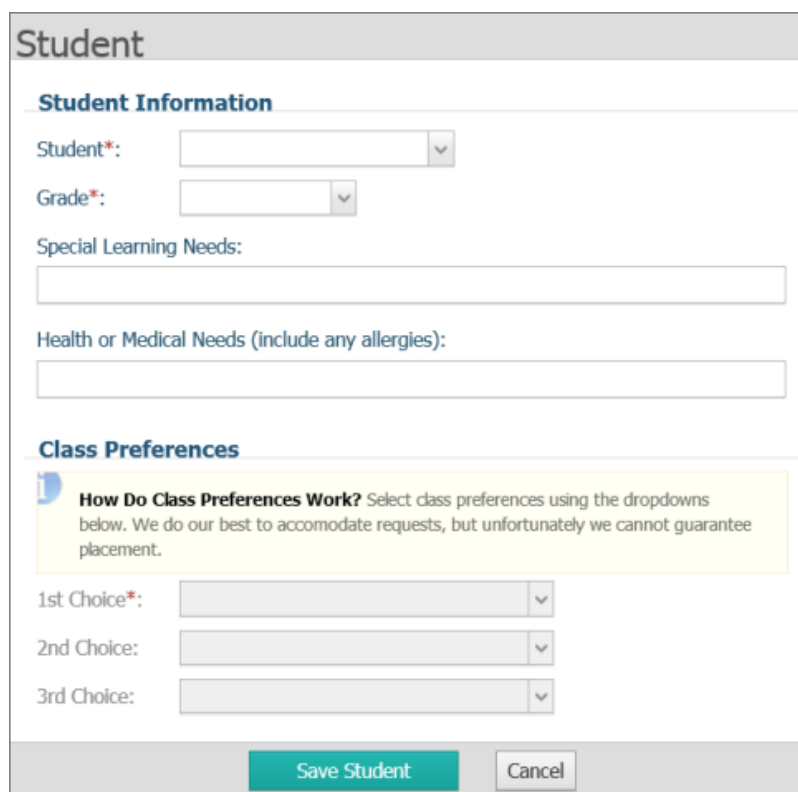
Confirm Current:* Prior Email #2:

3. Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: *.
4. Click to submit your information to the system.

The system attempts to verify your personal information.

How to Register Online for Religious Education Classes

1. Click [Online Registration](#) to display the **Online Registration** page.
2. The online registration process has three main steps. Follow the steps in the order given.
 - a. In Step 1, review your personal information. If you need to update your family record, click the **Update Family Record** link to open your family record and make the necessary changes. When done, click [Close](#) to return to the **Online Registration** page.
 - b. In Step 2, select the term that you want to your student in.
 - c. In Step 3, add your students. Click [+ Add Student](#) to open the **Student** registration form:



Student

Student Information

Student*:

Grade*:

Special Learning Needs:

Health or Medical Needs (include any allergies):

Class Preferences

How Do Class Preferences Work? Select class preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.



1st Choice*:

2nd Choice:

3rd Choice:

[Save Student](#) [Cancel](#)

- d. For each student you want to register, complete the following:
 - i. Select the student you are registering and the student's grade level.
 - ii. If your student has any special learning or health-related needs, specify those needs in the respective fields.
 - iii. The system lets you select preferences for classes in any open term that match your student's grade level. Under **Class Preferences**, select your first preference (required). If desired, select your second and third choice preferences.

- iv. Click  to save the student's class selections and preferences..
3. Click  to submit the registration.

The system sends you a confirmation e-mail acknowledging receipt of the form. The e-mail also includes a list of your selected class preferences.