

Process for Online Religious Education Registrations

Step 1. Family signs up for a My Own Church Account. (This gives parent access to parish soft family details.)

Step 2. Register for RE class through My Own Church account under the Religious Education tab.

Step 1

How to sign up for a new My Own Church Account

1. Go to <https://sanbernardino.parishsoftfamilysuite.com> To Sign Up for a My Own Church Account

The Parish SOFT Welcome screen is displayed

2. Click the **New User?** Link to display the

New User Registration Form

ParishSOFT Connecting People and the Church

Welcome - Log In Below

Username:

Password:

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

For security purposes - we only support the following browsers
IE 9.0+, Edge, Chrome, Firefox and Safari.
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](#)

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[Release Notes](#)

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

Use the drop down menu and select:

St. Frances of Rome, Widomar

ParishSOFT Connecting People and the Church

New User Registration Form

Step 1: Account Request

i Organization 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 emailed to you following account approval. 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 Country:

Step 3: Email Address

i 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

By clicking on Submit Registration you agree to our [Terms of Use](#) and [Privacy Policy](#).

3. Click **Submit Registration**.

The application will verify your personal information.

If the application can verify all of the information in your registration request, it will display a confirmation message to inform you that your registration was successful.

You will receive an email containing your login credentials (username and a temporary password) to the email address you provided in your registration. You will be required to create a new password.

Step 2

How to Register online for Religious Education Classes

1 After receiving Log in credentials from parish administrator, Go to <https://sanbernardino.parishsoftfamilysuite.com> To log in to your My Own Church Account

3. On the WELCOME page, enter your username and new password.

To open the **Home Page**



4. Click to open the **Religious Ed. Tab**

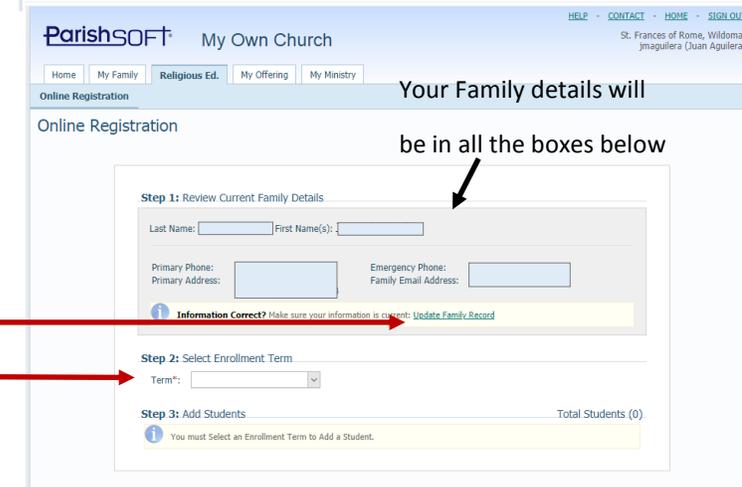


5. Click **Online Registration**



6. Verify that all your information is correct. If you need to make any changes, i.e. change address, or add a child, click on **Update Family Record**

If no changes need to be made, go to step 2 and enter Term



7. From the drop down menu, select **2020-2021** for term.

8. Go to Step 3 and Click on **Add a Student** to begin to register children in Religious Ed. classes

Student information window will open up

9. ON the drop down menu, select;

Student

Grade

Enter Special Needs

Enter Health /Medical needs

Select choices given for Classes. Enter 1st, 2nd and 3rd choice.

10. Click Save Student

11. Verify all registration information. If you have more students to add, Click +Add Student

If all information is correct, click Submit Registration.

The system will display a confirmation page with instructions.