## Our Lady of Perpetual Help Registration for Faith Formation Catechesis of the Good Shepherd



Register your children for Faith Formation classes in just a few simple steps

## STEP 1: CREATE A "MY OWN CHURCH' ACCOUNT

What is a "My Own Church" Account? It's your own personal tool for managing your family's records, information, financial giving history, and religious education registration. You'll need to create an account in My Own Church in order to register.

Creating an account is a one-time process and takes just a few minutes to complete.

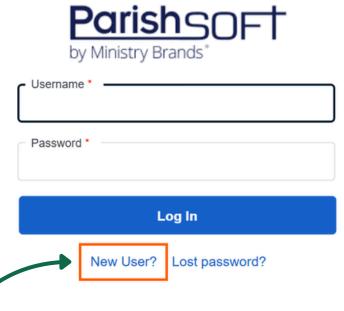
IF YOU ALREADY HAVE AN ACCOUNT, PLEASE PROCEED TO STEP 2

## **INSTRUCTIONS**

1. In your web browser, enter the Web Address for ParishSOFT Family Suite:

phoenix.parishsoftfamilysuite.com

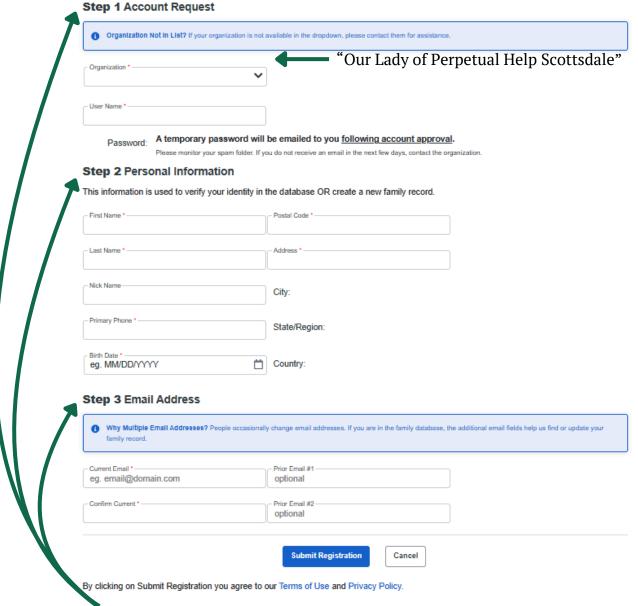
The ParishSOFT Welcome screen is displayed:



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



New User Registration Form



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

**Note**: Be sure to select **Our Lady of Perpetual Help Scottsdale** from the Organization drop-down menu.

- 4. Click Submit Registration.
- 5. You will receive an email with your login credentials (username and temporary password) **immediately** (if the application can verify all of your information) **or within three days** (if it needs administration approval).

Be sure to check your **Spam or Junk folder**. Once you receive it, log in to your account and **PROCEED TO STEP 2: REGISTRATION FOR FAITH FORMATION**.