

# 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](http://phoenix.parishsoftfamilysuite.com)

The ParishSOFT Welcome screen is displayed:

ParishSOFT  
by Ministry Brands

Username \*

Password \*

Log In

New User? Lost password?

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

## New User Registration Form

### Step 1 Account Request

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

Organization \*

“Our Lady of Perpetual Help Scottsdale”

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 \* State/Region:

Birth Date \* eg. MM/DD/YYYY Country:

### Step 3 Email Address

**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

Submit Registration

Cancel

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

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**.