

St Rose of Lima Catholic Church

Online Religious Education Registration

2019-2020

Instructions for NEW FAMILIES ONLY

MUST register in person on 5/19, 6/23, 7/21 at 12:00pm in the Parish Center or 6/13 at 6:30pm in the Parish Center.

IMPORTANT: If financial assistance is needed, parents should email the religious education coordinator. **Do not register your child** until financial assistance is approved.

Part One: Signing up for a ParishSoft ConnectNow Account

1. Go to: <https://washingtondc.parishsoftfamilysuite.com>
2. Click “New User?”
3. Complete the requested information, in particular:
 - o *Organization:* St. Rose of Lima, Gaithersburg
 - o *User Name:* Choose a username
 - o *Current Email/Prior Email:* Please use an email address that you have previously given the parish if possible
4. Click “Submit Registration”
5. After the registration has been submitted, you will receive an email with a temporary password. You will need to log in and change your password. Please allow three business days for it to be processed and accepted. If it has not been processed within three days, **check your spam/junk folder to make sure that the email is not there.**

Part Two: Registering for Religious Education Classes

6. After your account is active, go to <https://washingtondc.parishsoftfamilysuite.com> to log in.
7. Go to “Family Education” along the top menu.
8. Click “Family Education” –Click “Online Registration” to begin the process.
9. Review your family details (Step 1) to ensure that your contact information is correct.
10. For Enrollment Term (Step 2) select “2018 – 2019”
11. Once the enrollment term has been selected, click “+ Add Student” (Step 3).
12. This will allow you to submit preferences for each student
 - o Select the student name

- Select the grade for which you are registering your child.
 - Describe any special learning needs or medical needs.
 - Select Class preferences.
 - Once finished, click “Save Student.” If you have additional students, click “+ Add Student” again to add additional students.
13. Once finished, click “Submit Registration”
 14. You will receive an invoice via email with payment instructions on or before the 1st and 15th day of the current month.
 15. Payment is due upon receipt of the invoice.

Questions: RERegistration@STRose.com