



ParishSOFT is the program we are now using for registration and record keeping at St. Ann Parish. Parishioners can now enter and update information or access records through this system. The only requirements are an email address and access to a computer. This is a secure site and your information will not be shared. The following is a step by step for a New User Registration. It would be extremely helpful if each head of household who has the ability to do this could take a few minutes to complete this form. Please call the parish office at 723-4303 if you have any questions or concerns. Thank you for your time.

Step 1: Open your internet browser (IE 9.0+, Edge, Chrome, Firefox or Safari)

Step 2: In the search bar at the top of the page type: <https://helena.parishsoftfamilysuite.com> and the ParishSOFT page shown below will appear.

Step 3: Click on New User

Over please.

After submitting your form, the following response will be sent to your email:

St Ann Parish - ParishSOFT User Registration Pending Review & Approval

Due to security and identity concerns, your registration requires review and approval by staff before you can access the system. The time required for approval varies, but is typically complete within 1-3 days. Thank you for your patience!

Following account approval, you will receive your account information and a randomly generated password.

Please contact us at stannparish@bresnan.net if you have any questions.

Once your access has been approved by the parish office, you will be sent the following email.

ParishSOFT User Registration was Successful!  Inbox x

St Ann Parish (support@parishsoft.com) Portal <no-reply@parishsoft.com>
to me ▾

St Ann Parish - ParishSOFT User Registration Successful!

Thank you for registering.

Username: [REDACTED]

Temporary Password: [REDACTED]

You then will be able to go into the program by typing in the web address <https://helena.parishsoftfamilysuite.com> and using your new username and password. Please add family members and any additional information needed.

Please use your 'Username' and 'Temporary Password' the next time you log into the St Ann Parish portal.

You will be prompted to change the temporary password and enter your own for future access.

Click [here](#) to log in right now.

Note: If you have trouble accessing the link above, please login at <https://helena.parishsoftfamilysuite.com/Default.aspx>.