

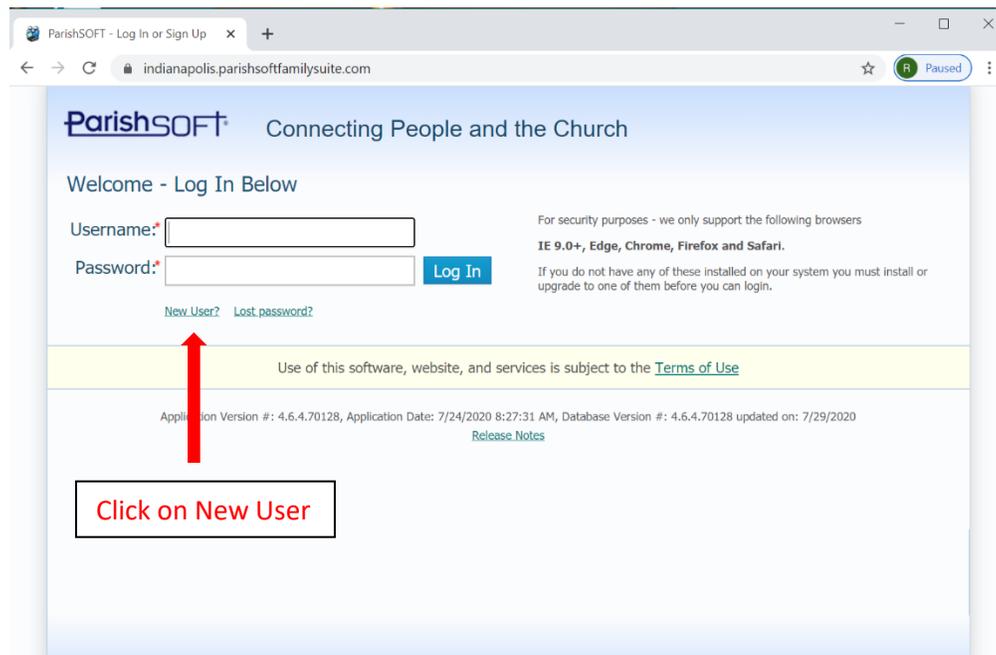
## How to sign up for My Own Church and enroll for class online

My Own Church is a portal you can use to sign up for religious education classes here at St. Charles. You can add a family picture, correct emails, change your address if you move, add family members, designate an emergency contact, and look at the sacramental information we have for you here. It is convenient for you and also for us as it keeps our records as up to date as possible.

This document will walk you through the process of signing up for the portal and then enrolling your child for religious education class. I encourage you to simply explore once you have your portal made and see all the possibilities.

### How to create your own portal/access to the site:

1. Go to <https://indianapolis.parishsoftfamilysuite.com>. You will see this screen



Once you are there, you will be asked to create a username for yourself and prompted to enter enough family information to create a family record. Make sure when you get started you choose “St Charles Borromeo, Bloomington” at the top.

**ParishSOFT** Connecting People and the Church

### 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:\*  

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:\*  Country:

Fill in all required information. The last step is to confirm your email address. You will be emailed a password and asked to create your own once your record is verified.

**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:\*  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:\*  Prior Email #1:

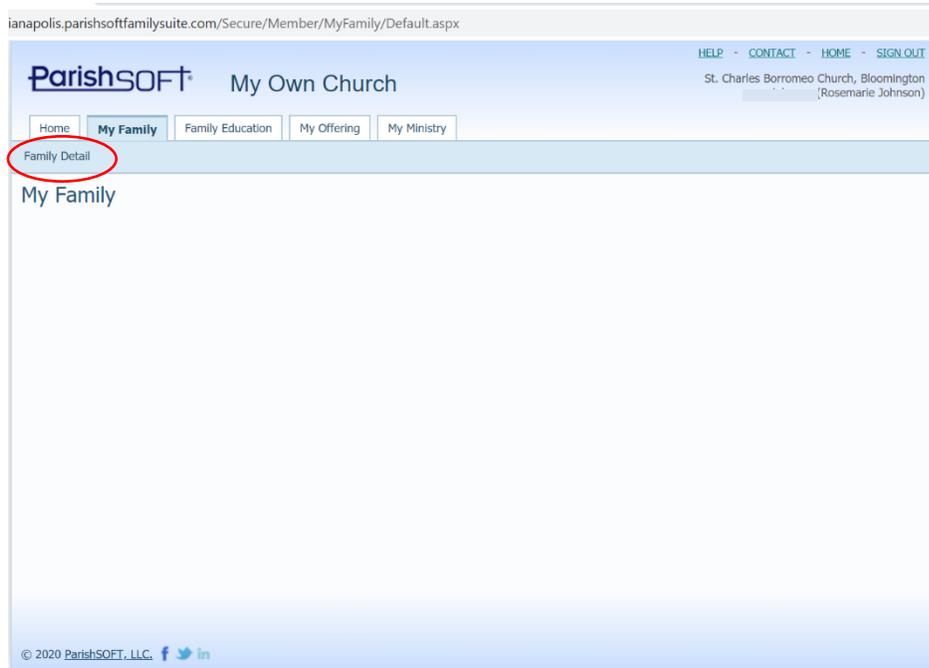
Confirm Current:\*  Prior Email #2:

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

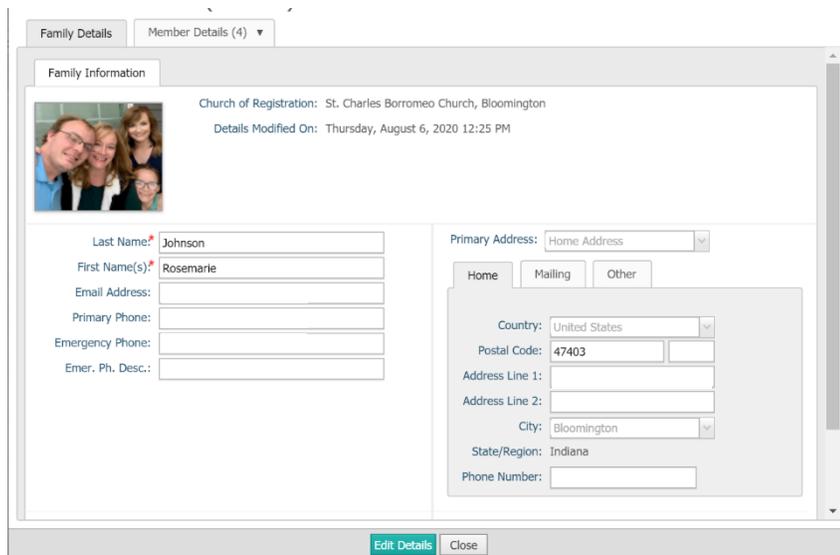
 **Don't forget to click 'submit'**

Your request will come to us, and we will make sure your information is in the correct format. Once we do that, you will receive an email with a temporary password that you can change to whatever you want.

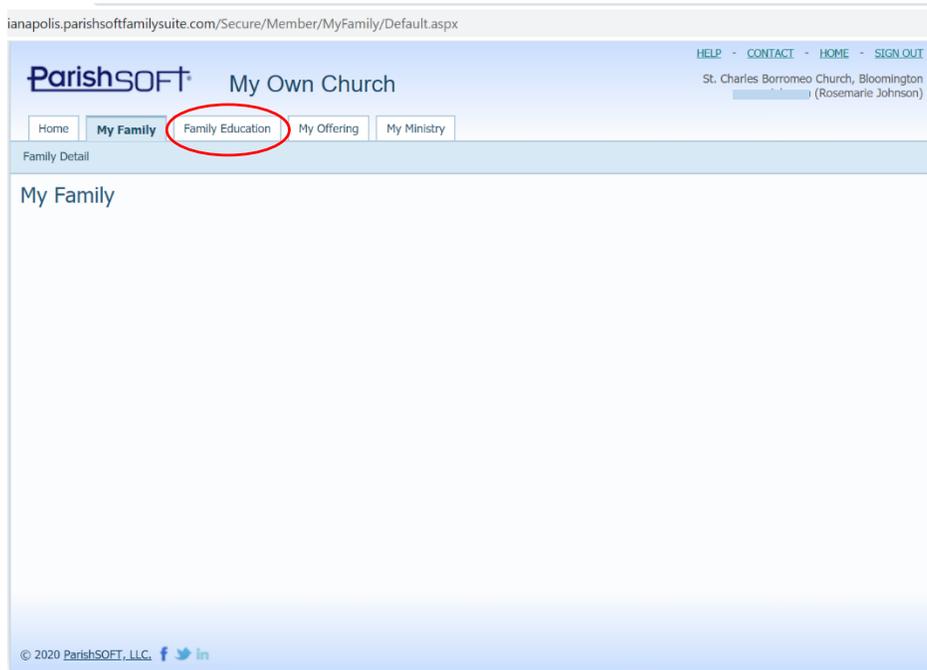
**Congratulations! Now your portal is usable** and you can explore or sign up for religious education classes. If you sign on you will see something like this (I'm using my own as an example). Click on 'family detail'



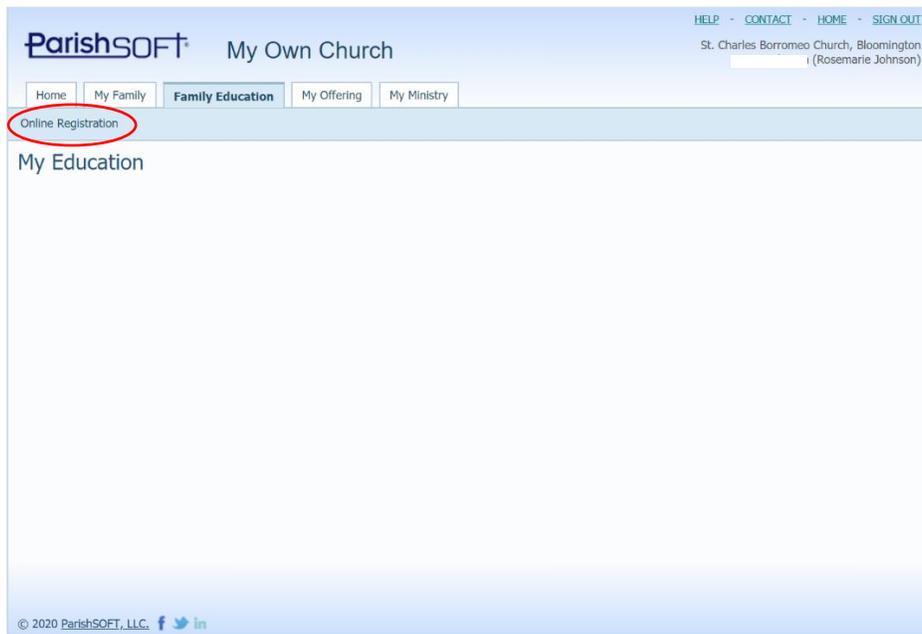
This will display your contact information and other information about your family. If you want to personalize it you can add a picture like I did. To make changes click 'edit detail'.



Now, to sign up for religious education classes, go back to the main My Own Church screen and click on Family Education



Next click on Online Registration



You will see the following screen. Make sure all data is correct and also follow the link for 'update family record' to make sure it is correct too. Once that is done choose the enrollment term from the dropdown list. Choose 2021-2022. Then click the 'add student' button.

The screenshot shows a web browser window with the URL `indianapolis.parishsoftfamilysuite.com/Secure/Member/MyEducation/OnlineRegistration.aspx`. The page title is "Online Registration". The form is divided into three steps:

- Step 1: Review Current Family Details**
  - Last Name: **Johnson** First Name(s): **Rosemarie**
  - Primary Phone: [blank] Emergency Phone: [blank]
  - Primary Address: Bloomington, IN, USA, 47403 Family Email Address: [blank]
  - Information Correct? Make sure your information is current. [Update Family Record](#)
- Step 2: Select Enrollment Term**
  - Term: **2021-2022** (circled in red) Dates: 08/01/2021 - 07/31/2022
- Step 3: Add Students** Total Students (0)
  - + Add Student

At the bottom of the form is a blue "Submit Registration" button.

You will see the following screen and will be able to enroll each of your children. Once you enter your child's academic grade level (beginning in August 2021), your choices will appear in the dropdown box. (Note: If you have a first or second grader who has not yet received any sacramental preparation for first communion, choose Sacramental Preparation I. If your child received his or her first year of first communion preparation last year, choose Sacramental Preparation II. If your child is in the ninth grade, choose confirmation.)

*Note: likely when your class choices come up it will include RCIC (the Rite of Christian Initiation for Adults adapted for children). Only choose this one if your child is 7 years old or older and not yet baptized, or baptized and in third grade or higher but has not received First Communion or Reconciliation yet.*

The screenshot shows a "Student" form with the following sections:

- Student Information**
  - Student\*: [dropdown]
  - Grade\*: [dropdown]
  - Special Learning Needs: [text area]
  - Health or Medical Needs (include any allergies): [text area]
- Class Preferences**
  - How Do Class Preferences Work? Select class preferences using the dropdowns below. We do our best to accommodate requests, but unfortunately we cannot guarantee placement.
  - 1st Choice\*: [dropdown]
  - 2nd Choice\*: [dropdown]
  - 3rd Choice\*: [dropdown]

At the bottom are "Save Student" and "Cancel" buttons.

Note: Only choose one class per child. Ignore 2<sup>nd</sup> and 3<sup>rd</sup> choice boxes

Each time you enroll one of your children and click 'save student' you have the option to enroll a sibling if desired. On the next page under Step Three: Add Students click the +Add Student button and it will take you back to the registration page. Note: do not click the Submit Registration button until all of your children are enrolled! Once you submit registration you are all set! The information will come straight to us and we will order materials for him or her. You will receive an email verifying enrollment. There is also an opportunity to print out this final enrollment page.

At the bottom of the page you have the option to Pay Now. Clicking this button brings you to the ParishSOFT Giving page where you can submit registration fees online. The fees have not changed this year and are still \$70 per student.

Thank you for allowing us the opportunity to assist you in teaching your children about their Catholic faith. It is an important ministry, and we love every moment of it! Contact me if you have any questions or comments.

God bless

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