

Need to Create an Account?

Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

1. In your web browser, enter the URL for the ParishSOFT website.

<https://bridgeport.parishsoftfamilysuite.com>

The ParishSOFT **Welcome** screen is displayed:



The screenshot shows a light blue login interface. At the top left, it says "Welcome! Sign In Below". Below this are two input fields: "Username:*" and "Password:*", each followed by a red asterisk. To the right of the password field is a blue "Login" button. Below the input fields are two links: "New User?" and "Lost password?". To the right of the login fields, there is a text block: "For security purposes - we only support the following browsers: IE 8.0+, FireFox 3.0+, Safari 3.0+ and Chrome 2.0+. If you do not have any of these installed on your system you must install or upgrade to one of them before you can login." At the bottom of the form, there is a yellow bar with the text: "Use of this software, website, and services is subject to the [Terms of Use](#)".

2. Click the [New User?](#) link to display the **New User Registration Form**:

Screen shot below of pop up to complete but here are some helpful tips for you. The Organization is St. Aloysius Parish. You need to create your own username. Anything with a red * must be filled in. Sept 3 is the email address for which you received this notification.

Once you submit your registration if you receive a message that says YOU NEED ADMIN APPROVAL PLEASE WAIT 1 TO 3 DAYS, please send me an email. I will push a temporary password reset to your email within 24 hours. That email will come from Parishsoft not from me. (This will relate to step 5 below).

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 generated and emailed to you.
Monitor your spam folder!

Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:* Country:*

Last Name:* Address:*

Nick Name: City:*

Primary Phone:* Region:*

Birth Date:* Postal Code:*

Step 3: Email Address

Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional fields help us find or update your family record.

Current Email:* Prior Email #1:

Confirm Current:* Prior Email #2:

- Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: *.
For a description of the fields on this form, go to [Fields on New User Registration Form](#).
- Click to submit your information to the system.
The system attempts to verify your personal information.
- Do one of the following:
 - If the system can verify all of the information in your registration request, it displays a confirmation message to inform you that your registration was successful. The system also sends an email containing your login credentials (username and temporary password) to the email address you provided in your registration.

After you receive the email, log in to your account. Check your **Spam** or **Junk E-mail** folder if the email does not arrive within a few minutes after you submit your request. For login instructions, go to [How to Log in to My Own Church](#).

- If the system cannot verify all of the information in your registration request, it displays an acknowledgement message to notify you that your registration was received. Your registration request is put on hold until an administrator can personally review it.

Review time varies, but the process is typically completed within three days. Upon approval, you will receive an email containing your login credentials (username and temporary password). Check your **Spam** or **Junk E-mail** folder if the email does not arrive within that time frame. After you receive the email, log in to your account. For login instructions, go to [How to Log in to My Own Church](#).

- If the system cannot verify the information in your registration request, it displays a message to inform you that the registration was not successful. The message provides one or more options to help you resolve the problem. Choose the option that best fits your particular circumstance. If you need assistance resolving the problem, [contact ParishSOFT product support for help](#).