


Once you click here to [register](#) you will get to the screen pictured below.

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:

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:

Make sure you select St. Cecilia Catholic Church, Houston as the Organization.

Fill in the rest of the information.

Submit your registration and wait for approval notification.

Keep your username and password handy. You will want to return to My Own Church repeatedly to use the online registration and ministry management tools. You can also view your giving history at any point during the year.

Please see below for more information on the fields required.

Fields Required for New User Registrations

Personal Information

User Name*

Required. The User Name is part of your secure login and will be required to access the My Own Church website in the future.

First Name* and Last Name*

Required.

Email*

Required. Enter your complete email address. Once your registration request is approved, the system will send your User Name and a temporary Password to the email address that you provide. The My Own Church system restricts users to one account per email address. Multiple accounts with the same email address are not permitted.

Envelope

Enter the envelope number assigned by your church.

Phone #, City, State/Region

Recommended but not required.

Postal Code*

Required. Enter your ZIP Code or postal code.

Security Code

Enter the code shown*

Required. A unique code will display in the graphic box at the bottom of your screen. Enter this code into the field provided.

The security code is required for each new account application and serves to protect your church's website and ensure that only legitimate registration requests are submitted through the system. If the code

displayed is difficult to read, click the red text: **Try a different code.**

Additional Fields Required for New Church Members

New family registrations will also require selection of an **Organization or Church** and a valid address in **Address Line 1.**

Family Information

Organization/Church:	St. Alaystus Church, Bowling Green	*
Home Address:		
Address Line 1:	8952 Peiky Dr	*
Address Line 2:		
Country:	United States	
City:	Gregory	(Requires valid postal code)
State \ Region:	Michigan	

New User Registration Form

Fill out as much as the information below as possible. Required fields are light blue with a blue border or orange border on entry or when moving the mouse over.

User Name:	santila	*
Please enter the user name you would like to use when accessing this site in the future.		
First Name:	Stacey	*
Phone #:	734-205-1000	
Last Name:	Antila	*
City:	Ann Arbor	
Email:	santila@parishoff.com	*
State/Region:	MI	
Envelope #:	1127	
Postal Code:	48106	*
<input checked="" type="checkbox"/> I Agree to the Terms & Conditions		
Enter the code shown: 827055 *		
Can't read this code? Try a different code		
<input type="button" value="Register"/>		<input type="button" value="Cancel"/>

For more information:

<https://www.saintcecilia.org/documents/2018/10/MyOwnChurch.pdf>