

## 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.

In your web browser, enter the URL for ConnectNow.

Rockford.parishsoftfamilysuite.com

The Parishsoft **Welcome** screen is displayed:

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

Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: \*.

To submit your information to the system click

Do one of the following:

- A. 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.
- B. 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.

Upon approval, you will receive an email containing your login credentials (username and temporary password). If the system cannot verify the information in your registration request, it displays a message to inform you that the registration was not successful.

After you receive the email, log in to your account. (Check your **Spam** or **Junk E-mail** folder if the email does not arrive)

To log in, enter your user name and temporary password. You will change the password once you are in the program.