

1. To request access to *Our Lady of Lourdes* new, online parish census system, [CLICK HERE](#) and follow the instructions below:

**ConnectNow**  
POWERED BY PARISHSOFT

Connecting People and the Church

Welcome! Sign In Below

Username:

Password:

[New User?](#) [Lost password?](#)

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.

Use of this software, website, and services is subject to the [Terms of Use](#)

2. Use the dropdown box under **Account Request** to choose *Our Lady of Lourdes Parish, Harrisonville* for the organization. Enter a User Name and complete as much of **Step 2: Personal Information** and **Step 3: Email Address** as possible.

**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:  Available

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 us.

**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:  State:

Birth Date:  Postal Code:

**Step 3: Email Address**

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

Current Email:  Prior Email #1:

Confirm Current:  Prior Email #2:

**User Registration Submission Complete!**

**Current Status: Pending Review & Approval**

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

**We will send status updates to you at the email address below. Following account approval, you will receive your account information and a randomly generated password.**

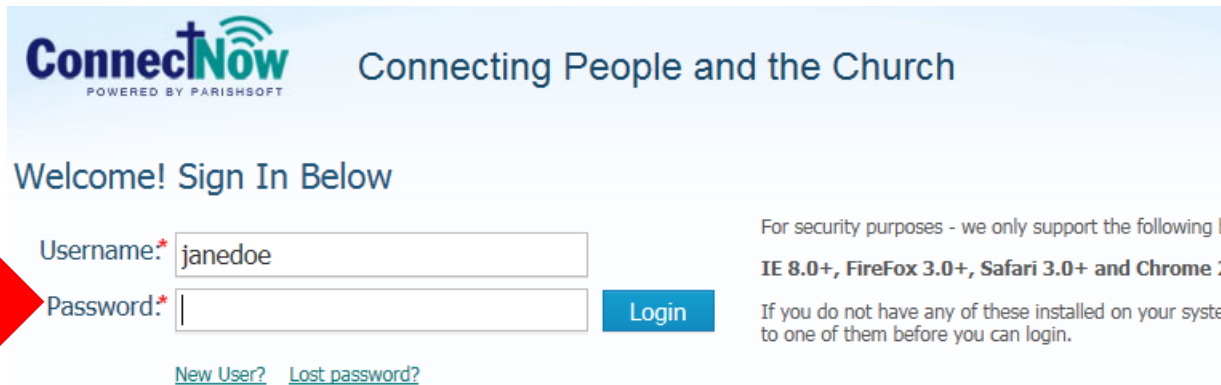
ollmmhawkins@embarqmail.com

Please monitor your spam folder!

3. At this point, check your email for your temporary password. Depending on how much information the system was able to match, you may receive your email immediately, or you may have to wait for the business manager to verify and approve your registration on the next business day.

Once you receive your temporary password, use it along with the Username you created to log in and set a new password by again [CLICKING HERE](#). From now on, you can quickly log into the system to edit or update information as necessary by using your unique User Name and new password.

AND you have earned **\$500 in prayer bucks** for registering! Continue earning **prayer bucks** below!



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4. Upon entering the system, you will be on the **Home** page where your different options are listed across the top as **Home**, **My Family**, **My Education**, **My Offering** and **My Ministry**. From the **Home** tab, you can easily navigate to the **Pictorial Directory** to get



ConnectNow  
POWERED BY PARISHSOFT

My Own Church

Home | My Family | My Education | My Offering | My Ministry

Home | Pictorial Directory | Giving History

Home

Quick Links

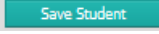

[My Family](#)

contact information for any of our registered parishioners. Accessing **Giving History** will allow you to review your personal contributions to our parish.

**(NOTE: Only registered parishioners of *Our Lady of Lourdes* will be able to access our system. Parishioners will be able to see **only** your names, contact information and photo. Only staff members will be able to access the**

rest of the data.)

If you have a child who will be in our **School of Religion** or **Confirmation** programs this year, please click on the **My Education** tab, followed by the **Online Registration** tab to enroll them and earn **\$500 in prayer bucks**. If you have already updated your family information, you may proceed to **Step 2** where you need to use the dropdown box to choose the 2015/2016 school **Term** and then **Step 3** where you will click on the  button to select the first child you would like to enroll.

Using the dropdown arrows, choose your student’s name and grade level, let us know of any special learning, health or medical needs and then under **Class Preferences** use the drop down arrow to again list the student’s grade. Clicking  will return you to the previous screen where you will be able to add additional students if necessary. Complete your registration by clicking on the  button on the bottom of the page. Your registration will be processed, and you will receive a email confirmation within a few days. (You also earn **\$500 in prayer bucks**. )

**NOTE: Clicking on “My Offering” and “Giving History” will allow you to view your contributions over the last few years. Only you, the Pastor and the Parish Business Manger have access to this information.**